

LIBRARY HANDBOOKS

ESSENTIALS
IN
LIBRARY ADMINISTRATION



CHICAGO
AMERICAN LIBRARY ASSOCIATION
1922

STORAGE-ITEM
MAIN LIBRARY

PA-D12D

U.B.C. LIBRARY

U.B.C. LIBRARY

LIBRARY HANDBOOKS

CAT. NO. 2670.585

ESSENTIALS SEC. NO. 66014

IN
LIBRARY ADMINISTRATION

BY

LUTIE EUGENIA STEARNS

THIRD EDITION

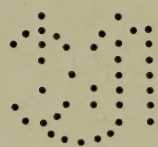
REVISED AND ENLARGED BY

ETHEL FARQUHAR MCCOLLOUGH
Evansville Public Library

Essentials in library administration. Lutie
E. Stearns. Rev. by Ethel F. McCol-
lough. 1922. 87p. Paper, 50c.

Discusses by-laws, rules and regulations, reports,
matters of library policy and administrative prob-
lems connected with them. Describes routine proc-
esses showing standard forms for catalog and shelf-
list cards, financial records, statistics, etc. Filled
with practical help for the librarian or trustee of a
small or medium sized library.

CHICAGO
AMERICAN LIBRARY ASSOCIATION
1922



ESSENTIALS IN LIBRARY ADMINISTRATION

CONTENTS

	PAGE
Introduction to second edition.....	5
Introduction to third edition.....	6
Necessity for free libraries.....	7
How to arouse and use local interest.....	8
Board of Directors.....	9
The librarian	11
Volunteer service	12
Library assistants	12
The apprentice system.....	12
Library training	13
The library building: its location and interior arrangement.....	14
Hours and days of opening.....	16
Rules and regulations.	17
Library branches and stations.....	18
The library and the child.....	19
The library and the school.....	22
School duplicate collections.....	23
Bulletin boards	24
Picture collections	24
Selection of books.....	25
Reference books	27
Books in foreign languages.....	28
Periodicals—bound and current.....	28
Pamphlets and clippings.....	29
Renting collections of popular books.....	30
Local history collections	30
Public documents	31

CONTENTS—*Continued*

	PAGE
Business side of a library.....	32
Advertising the library.....	36
Reports and statistics.....	38
Order routine	39
Mechanical preparation of books.....	41
Accessioning	42
Classification	47
Shelf list	50
The card catalog.....	52
Printed catalog cards.....	54
Important aids for adult cataloging.....	56
Loan system	56
Blanks and forms	58
Withdrawal record	62
Binding	62
Mending	65
Disinfection of books.....	68
Furniture and fixtures	70
Supplies for a 1,000 volume library.....	76
Addresses of library supply houses.....	77
Library literature	77
Addresses of publishers mentioned.....	79
County libraries	79
Library commissions	79
Library associations	81
Index	85

INTRODUCTION TO SECOND EDITION

This tract is compiled, with modifications and additions, from the *Handbook of Library Organization of the Library Commissions of Minnesota, Iowa, and Wisconsin*, permission having been given by the officers of the Minnesota State Library Commission, editors, for which grateful acknowledgment is herewith tendered. Thanks are also due Miss Julia E. Elliott, Chicago, Ill., and the staff of the University of Illinois Library School for valuable assistance.

The tract is intended to supplement two of the *Library Tracts* previously issued by the Publishing Board—"Why Do We Need a Public Library?" and "How to Start a Public Library," to which attention is invited. It is addressed primarily to the untrained librarian and to library trustees. For further information the librarian is referred to *Hints to Small Libraries*, by Mary W. Plummer.

L. E. STEARNS.

Madison, Wisconsin
April, 1912

INTRODUCTION TO THIRD EDITION

The second edition of *Essentials in Library Administration* has long been out of print. A persistent demand necessitated its reissue.

Ten years of library progress mean many changes in the new edition. These changes have been made as the day's work has been done—always under pressure. Sometimes months have elapsed between paragraphs of the same section and the result is no better than might be expected under such conditions.

However, there is this to be said for the new edition: No process or method has been described that has not been tested out in actual experience.

For many of the concrete facts and for much sane advice I am indebted to A. E. Bostwick, G. B. Utley, Mrs. Harriet Sawyer, Sarah C. N. Bogle, Alice Hazeltine, Carrie E. Scott, Zana K. Miller, Helen Turvill, Ruth Wallace, Wm. J. Hamilton, Fannie Rawson, Alice S. Tyler, Margaret B. Carnegie, Effie L. Power, M. S. Dudgeon, Clara Baldwin, Robert P. Bliss, Cornelia Marvin, James I. Wyer, Jr., and the staff of the Evansville Public Library.

E. F. M.

Public Library
Evansville, Indiana
March, 1922

ESSENTIALS IN LIBRARY ADMINISTRATION

NECESSITY FOR FREE LIBRARIES

If it is the duty of the state to give each future citizen an opportunity to learn to read, it is equally its duty to give each citizen an opportunity to use that power wisely for himself and the state. Wholesome literature can be furnished to all the readers in a community at a fraction of the cost necessary to teach them to read, and the power to read may then become a means to a life-long education. A library is an essential part of a broad system of education, and a community should think it as discreditable to be without a well-conducted free public library as to be without a good school.

The books that a boy reads for pleasure do more to determine his ideals and shape his character than the text-books he studies in the schools. The simple lives of Washington, Lincoln, Joan of Arc and Florence Nightingale; the stirring adventures of Daniel Boone and George Rogers Clark have been known to stimulate many youthful readers to healthful emulation.

On the other hand a pernicious book may leave a lasting impression of evil upon the character of the child. A good public library is the best protection a town can offer against the thousands of unwholesome, vicious books, sold on too many news stands and passed from hand to hand by precocious children.

Each town needs a library with its supply of well selected children's books to encourage the little folks learning to read in school, to rapid and continued reading; it needs a library to help to establish a standard of taste for the boys and girls in the higher grades; to teach them the science and art of reading for a purpose; to give the boy and girl with a hidden talent the chance to discover and develop it; to give to the mechanic and artisan an opportunity to study the methods of others and thus increase their earning power; to give to men and women, weary and worn from treading a narrow round, excursions in fresh and delightful fields; to give to clubs

for study and amusement material for better work; to give wholesome employment to all classes for idle hours.

In other words a town needs a public library as a center for an intellectual and spiritual activity that shall leaven the whole community and make healthful and inspiring themes the burden of the common thought—substituting, by natural methods, clean conversation and literature for petty gossip, scandal and vice.

HOW TO AROUSE AND USE LOCAL INTEREST

The necessity of a library should be urged through the local press, upon the platform and by private appeals. The preliminary canvass should include all citizens, irrespective of creed, business or politics, whether educated or illiterate. To ignore any class is to imply its indifference to education, and frequently to make its leaders hostile when they might be made enthusiastic friends. The support of the teachers should be enlisted and, through them, the support of the children and parents. Literary societies, women's clubs, churches and men's business organizations should be earnest champions of the movement. The local newspapers will be found to be a powerful agency in creating and sustaining interest in the project.

When the interest of the public is aroused, a small meeting of influential workers should be called for the purpose of making a careful study of the state laws relating to libraries, and deciding upon some definite plan of action.

The financial support of the library may be derived from various sources. "The funds at the disposal of the public library may be partly the proceeds of taxation, partly receipts in the course of administration, such as fines, partly interest on endowment funds and partly current gifts. The funds from taxation may be the proceeds of a special town or city tax levied for the support of the library in accordance with a state law, either mandatory or permissive. They may result simply from a municipal appropriation in accordance with law, regulated sometimes by the circulation of the library, sometimes by the provisions of a contract. . . . They may be also, in part, a special grant from the state, such as . . . in the State of New York. . . . These public funds, from whatever source, may be paid to the library in a lump sum, or in regular installments." (Bostwick. *The American public library*, p. 23-24.)

In Indiana there is a law which makes the library board an independent taxing unit, which in a measure simplifies financial difficulties.

Where the levy is made by the common council complications may arise. Usually the members of such bodies are very willing to follow public sentiment in founding public enterprises, but, like all other human beings, they may be governed somewhat by their prejudices. Therefore they should be approached by persons whom they respect, who have tact and good judgment. An enthusiastic but tactless hobby-rider may undo months of careful work. In many towns where libraries have been started the citizens have raised a fund or bought a collection of books and offered them

to the public if the council would agree to found a permanent library. This is ordinarily the easiest way to secure one.

BOARD OF DIRECTORS

A library is usually governed by a board of trustees or directors (preferably both men and women) who outline the general policy, appoint the librarian and assistants, authorize expenditures, and sometimes select the books.

It may consist of any number unless the size of the board is fixed by the state law under which the library is organized. "Much is to be said in favor of a small board, which is more easily convened, and is less unwieldy than a larger body." (Bostwick: *The American public library*, p. 22.)

There is a very general impression that directors of a library board should necessarily belong to some one of the learned professions whose members are presumed to be book lovers. The management of a public library, however, involves the exercise of many kinds of intelligence and ability besides those used in the judgment of books. Directors may quite as wisely be selected—a part of the number, at least—because of eminence in executive ability, in business sagacity, in unblemished integrity, in political power, as for mere literary knowledge. The library, in fulfilling its highest functions, will constantly be thrown into relations with the community which will bring each one of these, and other practical qualities into active use. In addition to qualifications along some of the lines mentioned, the possession of that tolerant temper which allows a man or woman to work harmoniously and effectively as a member of a board, where individual opinions and desires must always be balanced and modified by the will and wisdom of the majority, is also a very necessary endowment for such a position. The bane of many boards is the groups of respectable citizens who are reappointed from term to term, and constantly neglect their duties. A member of a library board who cannot, or will not, attend its meetings and give adequate time to its work should resign, or should not be reappointed when his term expires.

BY-LAWS SUGGESTED FOR BOARDS OF DIRECTORS OF SMALL PUBLIC LIBRARIES

By-Laws of the Board of Trustees of the Free Library of

.....

1. MEETINGS—The regular meeting of the library board shall be held on the.....of each month at.....p. m. at the library.

The annual meeting shall be on the.....

Special meetings shall be called by the President or upon the written request of any trustees for the transaction only of business stated in the call.

..... members of the board and members of any standing committee shall constitute a quorum.

2. OFFICERS—The officers shall be President, Vice President and *Sec-

*Many By-Laws provide that the librarian shall act as secretary.

retary, who shall be elected by ballot, annually, from their own members. In case of vacancy the board shall, at the next regular meeting, elect by ballot, a member to fill the unexpired term. No person shall hold the same office for more than two consecutive years.

The President shall preside at board meetings, appoint committees, certify all bills allowed by the board, sign all warrants on the treasurer for the payment of money and perform such other duties as generally pertain to that office.

The Vice President shall perform the duties of the President in the latter's absence.

The Secretary shall keep a record of attendance at board meetings, record the official actions of the board and have custody of its official books, records and accounts except those in current use by another officer; he shall also notify the proper appointing powers of vacancies on the board.

3. COMMITTEES—At the annual meeting the President shall appoint standing committees as follows: a book committee to share with the librarian, the responsibility of selecting the books and to recommend their purchase to the board; a finance committee which shall supervise all library finances, examine and report upon all bills against the board and, working in co-operation with the librarian, prepare an annual budget of expenditures; a building and grounds committee; and a committee on such administrative questions as may not fall under the jurisdiction of the librarian or of other committees.

4. EXPENDITURES—Salaries of the library staff and janitors shall be paid automatically the of each month upon proper authorization. Other claims against the board must be presented at a meeting of the board and be referred to the committee on finance for investigation and report. Unless otherwise ordered by the board, no indebtedness shall be incurred without the previous approval of the proper committee.

No committee shall authorize an expense of more than in any one month without having secured the sanction of the board in advance.

All bills for library purchases shall be itemized.

The President and the Secretary shall draw orders upon the city (or village) Treasurer for the payment of bills which the board orders paid. All bills or duplicates of bills paid shall be receipted and filed in the library as permanent records, or in case the endorsed check is accepted as a sufficient receipt, the bill bearing the check number and date shall be filed.

5. LIBRARIAN—To the librarian shall be entrusted the administration of the library; she shall make recommendations for appointments, promotions or increases of salary in the staff, subject to the approval of the trustees; she shall have charge of the library and reading room and be responsible for the care of the books and other library property; classify and arrange all books and publications and keep the same cataloged; promptly report any delinquencies to the committee on administration; keep exact account of all moneys received from fines and other sources and report the amounts to the board at its regular monthly meetings; deposit all moneys received to the credit of the board. She shall attend the meetings of the board and shall submit in writing each month a report of the operations of the library, including such recommendations as in her opinion will promote its efficiency.

She shall prepare in writing an annual report showing fully the operations of the library.

She shall submit to the book committee every month a list of books for purchase, shall place all orders for books and supplies ordered in the name of the library, and discharge such other duties as may be prescribed by the board, provided that in the performance of such duties she shall not incur debt or liability of any kind without express authority from the board.

6. ORDER OF BUSINESS—The order of business of the regular meetings shall be as follows:

1. Reading of minutes
2. Report of librarian.
3. Report of Committees
4. Communications
5. Bills and accounts
6. Unfinished and new business

NOTE—Before adopting any of the By-Laws suggested above the library laws of the state should be consulted so that there may be no conflict therewith. Local conditions may also make desirable many changes in detail.

THE LIBRARIAN

The usefulness of the library will depend upon its librarian and the greatest care should be exercised in selecting that officer. She should be engaged even before the general character of the library and plan of administration have been determined. She should have culture, executive ability, tact, sympathy for children and a knowledge of business methods.

Technically educated librarians are the best, but if the income should be inadequate to meet the salaries demanded by graduates of library schools and a person without technical education or professional experience must be chosen, the appointment should be made on condition that the appointee take a course in a summer school of library science, that she observe the methods of other small libraries and that she read regularly such professional literature as the library can afford to supply. She should become imbued with the "library spirit" and be keenly alive to the tremendous possibilities of her work.

Few persons in a community have as great opportunities for service as the librarian. She may influence the reading, and so the thoughts, of hundreds of men, women and children.

By education, culture and disposition she should naturally take her place as a leader, keeping always a bit ahead of the general average of the best thought in the community.

Dignity, enthusiasm, flexibility, judgment and a dynamic personality are all very desirable qualifications in the librarian of the small library. A sense of humor and a sympathetic imagination will also prove to be happy lubricants when the machinery begins to creak. When a board of directors can secure such a librarian, they may wisely afford to employ her, even if her salary eats up a large proportion of the income. A librarian should be, in fact as well as in theory, the responsible head of the library, and should be consulted in all matters relating to its management. Directors should impose responsibility, grant freedom and exact results.

The salary of the librarian in smaller towns should correspond to that of a high school teacher or principal, and in larger towns to that of the high school principal or school superintendent. The librarian should be granted at least three weeks' vacation each year, and if possible one month, and should have an occasional half-holiday in addition. She should not only be allowed the privilege of attending the meetings of the state association, but should be sent as a delegate with all expenses paid, and

the time should be allowed in addition to her vacation. The library should subscribe for the *Library Journal* and *Public Libraries* for the librarian and board. Such a policy will bring large returns, in better service and increased usefulness. Anything which is an inspiration to the librarian is returned to the library ten-fold.

VOLUNTEER SERVICE

At best volunteer service is apt to be most unsatisfactory, but where the funds will not permit the employment of a paid librarian the library must depend upon such service. Each volunteer should, if possible, serve at least a month at a time. She should turn her work over to her successor in good condition, taking pride in passing on her knowledge of the simpler technical processes so that the work may be uniform and permanent.

LIBRARY ASSISTANTS

The general qualifications of a library assistant are practically the same as those of the librarian. While the assistant may not have the same opportunities to exercise her executive ability, her duties require that she should have at least a high school education, and should be intelligent, loyal, enthusiastic, tactful and courteous. Above all, she should be willing to perform cheerfully any task which may be assigned her, and to work harmoniously with her associates for the good of the whole. The assistants should be appointed by the board, but should be recommended by the librarian, and the board which has a competent librarian should show their confidence in her by accepting recommendations without reference to outside pressure. When the assistant is appointed, she should be responsible to the librarian only, and any dealings with the board should be carried on through the librarian.

Some libraries have a system of civil service examinations for applicants. This may be a protection to boards and librarians who are besieged by poorly qualified applicants with influential friends. But applicants cannot always be given positions solely on the results of their examinations, as personal qualifications are of so much importance, and often those who can pass the best examinations have no fitness for library work. In some libraries before a permanent appointment is made those who pass the examinations are required to serve on trial three or four months. It is essential that there should be a reserve force to draw upon in case of emergency or vacancy, and there should be an understudy for every position. This is perhaps best accomplished by the apprentice system.

THE APPRENTICE SYSTEM

Libraries oftentimes lose opportunities for useful service because they have not a sufficient number of assistants and their librarians are burdened with petty details of work. A class of apprentices not only relieves the librarian of much routine work, but also furnishes a reserve force for emergencies,

to supply vacancies and to fill new positions. In justice to the library profession, the standard should be made high. Apprentices should at least be graduates of high schools. Technically untrained librarians or those without years of experience should not undertake to conduct an apprentice class, as they cannot give adequate return for the work demanded from the apprentice.

Something definite should be given in return for apprentice time. A simple course of study with regular daily hours for work and for instruction should be planned. A set of rules should be made, including the time of probation and terms, the hours to be given in return for instruction, the purchase of supplies for practice work, and the amount of compensation if extra work is required.

Apprentice work gives excellent preparation for library school or summer school. Besides gaining some knowledge of library methods, the apprentice has an opportunity to make trial of her fitness for library work.

However, in training apprentices, the librarian should never lose sight of the fact that she is training for immediate practical service and that she cannot afford to give instruction beyond the point where the time invested will yield a corresponding return in such service.

LIBRARY TRAINING

The work of the librarian has come to be regarded as a distinct profession, and special training for this field of educational work is quite as necessary as preliminary training for the public school teacher. The ideal librarian, however, should not only be equipped in technical details, but filled with the broader knowledge of men and books which leads to that personal enrichment called culture.

There are in this country library schools that train young men and women of ability and education for library work. Besides these, the necessary conditions of library work in smaller libraries have led to the establishment of summer library schools and training classes for those who are unable to attend the library schools offering a nine or ten months' course. In these summer schools only simple methods and elementary work are possible, the aim being to give the students a conception of library work as a whole, and an acquaintance with modern methods within a short period of six or eight weeks. Such summer library schools are conducted by State Library Commissions and other state library agencies, and by a number of colleges and universities as well as by some of the regular library schools. Admission requirements are practical experience, a definite library position and a high school education or its equivalent. In some of the larger libraries apprentice classes have developed into formal training classes in which a more systematic and longer course prepares assistants for positions in certain grades of the service.

These training classes stand on a middle ground, half way between the apprentice class and the library school. All of these efforts toward library training are due to the realization on the part of library trustees that to

expend public funds in the employment of an inefficient librarian and assistants is not just to either the taxpayer or the library.

The following is the list of library schools which constitutes the Association of American Library Schools: New York State library school, Albany; Pratt institute school of library science, Brooklyn, N. Y.; University of Illinois library school, Urbana; Carnegie library school, Pittsburgh; Simmons college school of library science, Boston; Library school of Cleveland, Western reserve university; Library school, Carnegie library of Atlanta, Ga.; Wisconsin university library school, Madison; Syracuse university library school, Syracuse; Library school of the New York public library, New York City; University of Washington library school, Seattle; Library school of the Los Angeles public library, Los Angeles; St. Louis library school, St. Louis.

THE LIBRARY BUILDING: ITS LOCATION AND INTERIOR ARRANGEMENT

In housing the books, the chief thought to be kept in mind is the practical service that is to be rendered to the community by means of this collection of books maintained at public expense. The library should be the intellectual center of the town, and hence should be located in a place convenient and accessible to both the business and residential districts. The most beautiful site in the town is none too good for the library, when we consider that people of all ranks and conditions, young and old, will frequent it habitually for years to come.

The library should be made inviting in every way because it in reality holds in trust the genuine and lasting pleasures of life which are chiefly those of the mind and are gained largely through books. Vice assumes the guise of attraction in order to entice youth. Why should not the genuine pleasures of life be presented under such a guise as to neutralize those influences which offer artificial allurements? The library and reading room with brightness, good cheer, warmth and welcome ought to stand as the most alluring spot outside the home in every village, town and city.

If a town is fortunate enough to erect a library building, a library architect who has given special study to the subject should be employed. The librarian and library board should carefully outline their general needs, including the rooms and conveniences necessary for the best administration of the library. They should also confer with the State Library Commission regarding this, or consult a librarian of established reputation who has given thought to the intricate questions of library architecture and who has had some experience in building.

In towns where a library building is impossible the question of the interior arrangement of the library room is of great importance and must be met, no matter how small the beginning. If the library is to be in one room, possibly a vacant store-room, there is no reason why it should not be made comfortable and inviting.

The decoration of the room should be harmonious and tasteful. The pictures on the walls should be few and chosen with great care. The

library stands for the enrichment of its community, and pictures are to many a more potent influence than books. But only good pictures in suitable frames should be admitted. The kind and number of pictures and the manner in which they are hung give to or take from the character of the room.

Walls should not be disfigured with unnecessary signs such as those demanding order and quiet. The only signs which are permissible are those giving information, and these should be as unobtrusive as possible. If framed simply they can be kept clean and in position.

Wall shelving is preferable to floor cases in a small library, and should not be too high for the average person comfortably to reach the top shelf from the floor. The exact dimensions of shelving are given in the section on furniture and fittings.

As the library grows beyond the capacity of wall shelves, stacks or double-faced cases may be introduced, standing about five feet apart and at right angles to a wall which has windows that will give light between the stacks. This arrangement of shelving is made on the assumption that the public shall have free access to the books. The best judgment of those who have given this subject the greatest thought and have tested it by actual experience is that access is most satisfactory both to librarian and patrons. The following extract from a paper by the late Mr. W. H. Brett of the Cleveland Public Library read at the conference of the American Library Association at Atlanta, Ga., in 1899, gives the point of view of one who had tested the question thoroughly. He says: "I am inclined to take the position that no argument for open shelves is necessary—that the burden of proof rests with those who would restrict. We have in the public library the people's books, paid for by their money, and deposited in libraries for their use. This use should not be restricted in any way which is not clearly necessary to guard the people's interests. It is not, therefore, for the free library to defend its position; it is rather for the library which bars out the people from the books to defend itself—to give a reason for every hampering regulation which it enforces, every restriction which it imposes, every barrier it places between the people and their own books." There must, of course, be reasonable safeguards against the books being carried away through carelessness or otherwise. The librarian's desk should be so situated that she has complete oversight of the room, preferably near the entrance, so that all who pass in and out may be seen.

Reading tables should be located at convenient places in the room. One corner, with a low book case and low tables, should be set aside for the use of children, in the small library where an entire room cannot be placed at their disposal. A case for books of reference with a convenient, well-lighted study table near should be provided for the student.

The room should have an abundance of natural light. Windows which extend almost to the ceiling give a high light which is especially desirable. The artificial light also should be abundant, and the location of the fixtures for either gas (with Welsbach burners) or electric light should be carefully supervised by the librarian, so that every study and reading

table and all book cases shall be provided with good light. This is of great importance, since in the winter season, when most reading and study are done, the evening use of the library is the greatest.

The heating and ventilation of the room or building should receive careful consideration. If the city has a steam or hot water heating plant, the library should receive the benefit of this. If there is no system of ventilation in the building, the windows should be adjusted to lower from the top, as a close atmosphere is neither conducive to study nor to the pleasure of reading.

The approach to a room or building should be made as attractive as possible. A sign outside the entrance should give library hours and days. An illuminated sign which will attract from the street at night is also desirable. White enamel letters on the window may be used to advantage. If the library is on the second floor, it is very important that there should be signs at the street door; but a library should never be on the second floor unless no other quarters in a central location are available.

One much neglected feature in a library where funds are limited is the proper cleaning and care of the room and books. No room can be made attractive unless it is clean, and the joy in handling a book may be changed to dismay when the grime and dust from the book and shelf are transferred to the hands. From a sanitary standpoint also, absolute cleanliness is essential. A janitor is a necessary part of the library force, when funds permit, whose duty it is to keep the books dusted as well as the floor clean; but if a janitor is not employed, some one should be secured to come for an hour or more each library day for these important duties.

Instead of an annual house-cleaning, it is better to have this work done from day to day. One or more sections should be cleaned each morning. The books should be slapped together, then wiped off with a cloth. The shelves and tops of cases should be washed. The floors should be scrubbed and cleaned thoroughly at least once a week, if the library is open every day. In sweeping a soft brush which will not raise the dust, should be used. Feather dusters should be tabooed.

The librarian should have a closet which can be locked, to be used for a wardrobe and for supplies. Toilet conveniences should also be provided for her. A wash bowl, concealed in a cabinet when not in use, to which the children may be sent to wash their hands, is a very great convenience and a vast saving on books. All these homely matters which enter into the daily work of the library should be attended to as systematically and thoroughly as possible, so that there will be no friction where the real work of the library, the bringing of the person and the book together, is concerned. To accomplish this promptly and in a helpful spirit is the ambition of every earnest librarian.

HOURS AND DAYS OF OPENING

If the library has sufficient income, it should be open for circulation every day in the week except certain holidays, for consecutive hours, if possible, as these are more easily remembered by the general public. If

there are two or more assistants, their time can be arranged so that this may be done. The hours of opening must be adapted to local conditions, choosing the hours when people are passing to and from work, and those which will best accommodate all classes of people.

In small towns where daily opening is not possible, the library should be open at least two or three days in the week. Monday, Wednesday and Saturday afternoons and evenings are suggested as the most convenient days. In libraries where only one person is employed the librarian should not be engaged solely for the hours of opening, as there are tasks, such as cataloging, which demand continuous, concentrated mental effort which cannot be done during library hours. The board should decide upon the number of hours the librarian is to work, and should not require her to give extra time for necessary mechanical and technical work. Time should also be allowed for the mechanical preparation of new books and the mending of old ones. Some of this work may be done during library hours but never at the expense of the patrons of the library. The librarian should never become so absorbed in setting her house in order as to forget that during library hours her first duty is to assist readers.

Sunday opening for a few hours in the afternoon is generally advocated where funds will permit, this practice being based on the assumption that Sunday is the only day upon which many persons may visit the library.

The hours during which children may be served depend almost wholly upon local conditions. In communities where there is a strong home influence children should not be admitted to the library at night but in other communities the library may be fulfilling one of its legitimate functions by attracting children from the streets. No library which aspires to serve the whole community can hope to serve many adult persons in a room crowded with children. For this reason where there is no separate children's room, it may be advisable to exclude the children at certain hours, especially in the evening.

RULES AND REGULATIONS

Rules should be as simple as possible and not designed to restrict liberty but to prevent encroachment and secure the greatest good to all. The patrons of the library should be made to understand that rules are made not for the personal convenience of the library staff, but in the interests of the general public. Mr. J. C. Dana says, "The wise librarian does not say to the inquiring patron 'the rules of the library do not permit you to do that'; but 'the rules of the library do not permit me to do it.'" Rules should be printed on the book pockets, but need not be printed on the borrowers' cards.

The following rules are suggested as covering all important points. All rules must be adapted to local conditions.

RULES

BORROWERS—Adults living in the city or village of.....
(Township, school district, or county limits are preferable) are entitled to draw books by filling out application blanks. Children under 14 must obtain the signature of parent or guardian.

***BORROWER'S CARD**—Each person entitled to draw books from the library will be given a card, which must be presented whenever a book is taken, returned or renewed. If this card is lost, a new one will be given after seven days' notice or upon payment of five cents.

NUMBER OF VOLUMES—One book of fiction and as much non-fiction as desired (subject to recall) may be drawn at a time.

TIME KEPT—Books may be kept two weeks and once renewed for the same time. Books marked *Seven Day Book* may be kept for that time only and cannot be renewed or transferred.

OVER-DUE BOOKS—A fine of one cent a day will be imposed for books kept over time.

RESERVE BOOKS—Any book, other than a seven-day book, may be reserved upon the payment of one cent for cost of notice which will be sent as soon as the book is returned to the library. A book will not be held longer than two library opening days, after which it will again be put into circulation.

TEMPORARY RESIDENTS—A temporary resident may obtain a book by making a temporary deposit equal to the value of the book.

NON-RESIDENT—Any one living outside the limits noted above may obtain a borrower's card by paying the sum of a year, signing an application card and obtaining the signature of a resident freeholder.

LIBRARY BRANCHES, STATIONS AND OTHER AGENCIES

That books may be made easily accessible to remote parts of a town it is sometimes necessary to establish branches, deposit or delivery stations. The following definitions are taken from the A. L. A. Revised form for library statistics:

A *branch* is an auxiliary library, complete in itself, having its own permanent collection of books, either occupying a separate building or housed in one or more rooms in a school, park or field house, social settlement, parish house, rented store, etc., and administered as an integral part of the library system, i. e., by a paid staff. To rank as a branch its hours of opening should approximate those of the central library.

Stations include deposit and delivery stations. Deposit stations consist of small collections of books (from 200 to several hundred volumes) sent for an indefinite term to a store, school, factory, club, etc. The collections are frequently changed; the station has some permanency. A station may be in charge of an assistant sent from the central library or neighboring branch, or a trained librarian employed at the expense of a co-operating institution or society, an office employe of a factory, or a volunteer worker. Delivery stations have no books on deposit but fill orders from a central stock.

Other Agencies. These embrace for the most part agencies to which traveling libraries are sent; the largest number of such traveling libraries (20 to 50 or more books) go to school rooms of grade schools. They include also fire engine houses, police stations, factories, clubs, missions, settlements, home libraries, etc.

*For information concerning the elimination of the use of readers' cards see Miller. *How to organize a library*, p. 16-17.

THE LIBRARY AND THE CHILD

Since the "modern library idea" is rooted and grounded in the theory that the public library is an integral part of our educational system the interests of the child should be one of the chief concerns of the librarian. Children's departments should be established in the larger libraries, in charge of trained assistants; while even the smallest library should have its "children's corner." This should be made comfortable, bright and attractive by the use of low tables and chairs, pictures and flowers. All of the books should be within reach of the children, the books for youngest readers being placed on low shelves in a special place.

"In general it may be said that, in a typical children's department of an American public library, some or all of the following kinds of work are carried on: (1) Controlled and guided circulation of books for home use; (2) use of books and periodicals as in an ordinary reading room; (3) reference use of books, largely in connection with school work; (4) work with very young children, chiefly by means of picture books; (5) exhibitions, the display of illustrated bulletins, etc. . . . (6) story-telling." (Bostwick. *The American public library*, p. 79-80.)

Every phase of this work to be effective must be based upon a careful selection of books. To establish a standard of morals and literary taste, to furnish wholesome entertainment and to stimulate interest in things of a cultural and educational value—this forms the positive basis of selection: to eliminate all that is morally bad, mawkishly sentimental, false, sensational, vulgar, cheap and abnormal forms the negative basis of selection. In order to choose wisely, the person who makes the selection must have a keen critical sense and a high standard of values. In her personal contact with the child she must have the personality and the tact to direct his choice without seeming to do so. Furthermore, she must recognize the psychological moment for substituting the stronger intellectual diet of the adult collection for the simpler food served from the juvenile shelves. This is not so much a question of age as of the mental development of the individual child.

To enable the librarian to select only the best books for children, various lists have been issued. Some of the most useful of these are:

American library association. Booklist books. (Issued annually) A. L. A. 25c.

Bacon, Corinne. Children's catalog of 3500 books. 1917. Wilson, \$6.

— Supplement, 1916-1921. 1922. Wilson, 75c.

Bogle, S. C. N. Children's books for Christmas presents. 1921. A. L. A. 3c.

Brooklyn public library. Books for boys and girls. 4th ed. 1916. Free.

Buffalo public library. Class room libraries for public schools. 1909. 32c.

Hazeltine, A. I. Plays for children; an annotated index. 1921. A. L. A. \$1.50.

Hewins, C. M. Books for boys and girls. 3d ed. 1915. A. L. A. 25c.

Hunt, C. W., and others. Book shelf for boys and girls. (Issued annually) Bowker, 5c.

National Education Association. Graded list of books for children. 1922.

A. L. A. \$1.25.

New York public library. Heroism: a reading list. 1914. 5c.

— Patriotism: a reading list. 1917. 10c.

— Stories, legends, songs and plays for the Christmas holidays. 1916. Free.

New York state library. Best books. (Issued annually) 10c.

Newark, N. J. Free public library. Reading for pleasure and profit. 4th ed. 1915. 15c.

Pittsburgh Carnegie library. Catalogue of books in the children's department. 2d ed. 1920. 2 v. v. 1 (author and title list) \$1.15; v. 2 (subject index) 85c.

St. Louis public library. Books for older girls. 1916. 5c.

Stanley, H. H. 550 children's books; a purchase list for public libraries. 1910. A. L. A. 15c.

Wisconsin free library commission. Children's books for first purchase; ed. by Marian Humble. 1915. 25c.

For current books see:

American library association. *The Booklist* (monthly) \$2 per year.

Cleveland public library. *Open shelf* (monthly) Free.

Pittsburgh Carnegie library. *Bulletin* (monthly) 50c per year.

In general it may be said that the greater part of every juvenile collection should be made up of the titles and authors that have stood the test of time. This may mean a duplication of the best titles rather than a great variety of new ones. The best primers and readers for the first and second grades, picture books and collections of folk stories for little children should certainly be duplicated. Publishers' catalogs, no matter how beguiling they may be, should always be used with caution and subscription sets should be subjected to the closest scrutiny before even a small part of the book fund is invested in them.

One of the chief functions of the public library is to influence the standards of the community as to the physical aspect of books, to help create the demand for good editions—good illustrations, print, bindings, etc. The best place in which to begin this education is in the children's room. Here too should be taught the proper care and respect of the book as a book. Various plans have been tried by different libraries but no plan however good will work successfully without unremitting effort on the part of the librarian.

The Public Library of Cleveland originated the Library League. Its purpose was to instill into the minds of the young, respect for and care of public property, and to encourage the careful use of books. The idea has been found adaptable to the needs of many public libraries, and in one way or another the League motto, "Clean hearts, clean hands, clean books," has been brought to the attention of many boys and girls who frequent our public libraries, much to the improvement of their manners, morals and books.

In regard to the choice of periodicals for the children's room there is little to be said since so few are published. Of these few the *St. Nicholas*, *Youth's Companion*, *Bird lore*, *Boys' Life*, and *Popular Mechanics* (published as an adult magazine) are generally regarded as the best.

Because the library proclaims itself a part of the educational system of the community it is the duty of the library to supplement in every reasonable way the work of the public schools. Therefore no children's room is complete without its collection of reference books, the extent of which should be determined by local conditions. These the children should be taught to use intelligently, supplementing the work of the school room.

Work with very young children is receiving more attention from librarians today than ever before. Habits are formed early. Many children drop out of school at the end of the fifth and sixth grades and after the child has left school it is much harder to make of him a regular library patron. Therefore as soon as he begins to read, the library should be ready with a generous supply of primers and picture books so that in after life "there will be no distinction in the child's mind between reading as an art learned and reading as a delight discovered."

The temptation to clutter up the children's room with permanent collections of random curiosities must be guarded against. Few public libraries are provided with the facilities for taking care of such collections. But even in very small libraries temporary loans secured from industrial firms, museums, art associations, or private collections may be used to advantage with a certain degree of frequency. Indirectly the exhibit should stimulate interest in a specific group of books.

The same may be said of the picture bulletin. Judged from the artistic standpoint alone, few picture bulletins achieve success. But as a means of directing the attention of children to a certain book or group of books, it is one of the librarian's best mediums. To accomplish its purpose the appeal to the eye must be simple, direct and emphatic, its connection with the book or books unmistakable. Usually one good picture is enough, provided that picture is well chosen and placed with a proper regard for balance, background, etc. A short typewritten list should accompany each bulletin which should stand or hang near the books listed. But even with the best results achieved, a bulletin rarely justifies a large expenditure of time in the making. However, if it is as effective as it should be, it may be used more than once in the same library or in branches and stations.

Story-telling in libraries is another debatable question. Merely as a source of entertainment it has no place in the busy public library; as a means of creating an interest in certain subjects, authors or titles it is quite worth while provided a good story-teller is available. Unfortunately not every librarian can tell stories successfully and sometimes the most earnest effort results in the most dismal failure. In some places volunteer story-tellers have been used with a fair degree of success. However it is done the purpose should remain the same; to broaden the child's range of interest and to influence him to read the best of children's literature. Pittsburgh has been especially successful in this phase of children's work.

As an aid in the selection and use of material for the story hour the following may be found useful:

Bryant, S. C. *Best stories to tell to children*. 1912. Houghton, \$2.50.

— *How to tell stories to children*. 1905. Houghton, \$1.60.

- Carnegie Library of Pittsburgh. Stories to tell to children. 2d ed. 1918. 30c.
- Cather, K. D. Educating by story-telling. 1918. World, \$2.40.
- Kready, L. F. A study of fairy tales. 1916. Houghton, \$2.
- Lyman, Edna. Story-telling, what to tell and how to tell it. 4th ed. 1913. McClurg, \$1.25.
- O'Grady, Alice, and Throop, Francis. Story teller's book. 1913. Rand. \$1.
- Olcott, F. J. Good stories for great holidays. 1914. Houghton, \$3.
- Story-telling poems. 1913. Houghton, \$1.50.
- Shedlock, M. L. Art of the story-teller. New ed. 1920. Appleton, \$2.25.

THE LIBRARY AND THE SCHOOL

In outlining the cooperative work done by the public schools and the public library, L. P. Benezet, superintendent of the public schools of Evansville, says in his Report for 1917-1918: "The schools at best can only furnish to the child the *means* of obtaining an education. If he has learned to *read* quickly and intelligently and has acquired a taste for good literature and the habit of reading useful books, he will educate himself." This is the theory at the basis of school and library cooperation. Cooperation implies mutual aid, mutual understanding, respect and appreciation. It further implies that the effort put forth by either institution depends somewhat upon the reaction gained from the other.

Various forms of cooperation have been worked out in different cities. One of the most effective of these is the establishment of school and classroom libraries in outlying wards. In some cases the books may be used in the classroom only, in others they are issued for home use by teacher or librarian.

Library bulletin boards upon which may be posted lists of books and information of special interest to teachers may be hung in schools. Talks to teachers, collectively and individually, explaining the functions and facilities of the library, special privileges granted to teachers, groups of books set aside for the use of literary and debating societies and picture collections gathered, any or all of these efforts may be helpful in welding a closer relationship between the two institutions.

Much is also being done by incorporating into the school curriculum instruction in the use of the library. This may cover classification and the arrangement of the books on the shelves, practice in the use of the card catalog, indexes, reference books, etc., and may be given either in the school or the library. Some suggestive outlines for this work are the following:

- Certain, C. C. Standard library organization and equipment for secondary schools of different sizes. 2d ed. 1920. A. L. A. 40c.
- Fay, L. E., and Eaton, A. T. Instruction in the use of books and libraries. 2d ed. rev. 1919. Faxon, \$3.25.
- Hutchins, Margaret, and others. Guide to the use of libraries; a manual for students in the University of Illinois. 1920. Univ. of Ill. \$1.15.
- Rice, O. S. Lessons on the use of books and libraries. 1920. Rand, \$1.

- Rice, O. S. Library lessons for high schools; outlines and references. 1918. Wis. Dept. of public instruction.
- Ward, G. O. Suggestive outlines and methods for teaching the use of the library. 1919. Faxon, \$1.50.
- Western Massachusetts Library Club. Outline for an hour's exercise on how to use the library. Mass. Free Library Commission, free.

In Wisconsin the superintendent of schools or the supervising principal of the high school, is by virtue of his office a member of the library board. This arrangement promotes a close alliance between the two great educational agencies. For years past there has been a library section of the National Education Association, attended by teachers and librarians, while at the meetings of the American Library Association the subject of libraries and schools receives much attention from year to year.

SCHOOL DUPLICATE COLLECTIONS

In many larger libraries a special duplicate collection of books is added for use in the schools. These are kept entirely separate from the general library of children's books. In other places the school collections are made up from the general collection in the children's room, the necessary number of duplicate copies having been purchased for this purpose. This plan simplifies the record keeping, is more flexible, and has the advantage of leaving no unused stock in a special collection. In the summer time when school libraries may not be in operation, duplicate copies should be shelved in a separate place.

Collections may be sent into the schools either as class-room libraries or building collections. They may be in the form of permanent groups or fixed traveling libraries, or the teacher may choose from the general collection in the children's room the books best adapted to the needs of her school, or upon the request of the teacher the choice may be made by the librarian in charge. These books should be chosen not merely for supplementary reading to aid in the school work, but to give the children an opportunity to gain access to the best in literature. The books or group of books should be charged to the school at the library. The teacher should be furnished with duplicate book-cards or blanks on which she should be required to keep an accurate record of the circulation.

Where funds will permit better results may usually be obtained where the work of issuance is done by a member of the library staff. Busy teachers are prone to look upon the circulation of library books as an extra duty thrust upon them from the outside. In some cases this has a most disastrous result upon the desired end. Then, too, "the average teacher has very little knowledge of literature suitable for children and no training in its use in the class-room. The present short-year method of school organization makes it necessary for teachers to drive their classes, which are far too large, through a specified course of work at high speed and under great pressure. Most teachers are therefore not able to give to the books of a general nature—other than text-books—which the board of edu-

cation or the public library may supply, sympathetic interest, skill in management or the time needed for their proper use." (Dana. *Modern American library economy*, part 5, section 4, p. 401.) In other words school teachers have no more time and are not much better qualified to do expert library work than librarians have time or are qualified to do expert school teaching.

BULLETIN BOARDS

A bulletin board hung near the loan desk may serve an educational as well as a very useful purpose by attracting the attention of all who come and go, to special topics of interest. It may chronicle current events, it may bring out special days, birthdays of authors or days of historic or local interest, or it may emphasize a special book or list of books. Library events of general interest should be announced here—classes, lectures, committee meetings and bits from the librarian's monthly report. The whole should be kept up-to-date and should be made as pleasing to the eye as possible. The use of pictures has become very general and adds greatly to the attractions of the bulletin board. For the bulletin must first of all attract and then having brought the individual to a halt, it must give him something worth while. If an author's birthday is represented, the portrait selected must be the best to be obtained. There should be a list of books about and written by the author.

If typewritten announcements or newspaper clippings are used they should be grouped so as to avoid an appearance of confusion and clutter.

Outstanding facts should be so outstanding as to be taken in at a glance by the hurrying passer-by. Good training in obtaining this result may be had from the study of commercial posters in street cars, on bill boards, magazine covers and other places. Each poster and its effect should be carefully analyzed. What is the article to which the advertiser wishes to direct attention? Can this be seen at a glance? Does it or does it not make one wish to buy the article? Why?

PICTURE COLLECTIONS

In this age of visual instruction a picture collection has become a necessary adjunct of even the small library. Teachers are constantly searching for pictures with which to illustrate lessons in geography, history, civics, nature study, science, literature, art, domestic economy and the industries.

"Women's clubs use them to illustrate any subject they may be studying.

. . . Newspapers use them for portraits, scenes, historic events; and newspaper illustrators, sign painters and draughtsmen for any of the many subjects for which they may either need suggestions or definite objects." (Gardner and Dana. *The picture collection*. Rev. ed.)

Pictures may be gathered from many sources at little or no cost. Old magazines, worn out books, publishers' book jackets, post cards, railroad circulars, publishers' and trade catalogs, and miscellaneous advertisements of all kinds offer a rich field to the collector.

For a slight expenditure of money pictures may be obtained from the following publishers:

Braun & Co., Dornach, Alsace, France.

Brown, G. P., & Co., Beverly, Mass. Prices 1 to 8 cents each.

Curtis & Cameron, Copley Square, Boston, Mass. Especially for reproductions of American art.

Detroit Publishing Co., Detroit, Mich. "Little Phostint Journey" series.

Elson, A. W., & Co., Boston, Mass.

Medici Society, Pierce Bldg., opp. Public Library, Boston, Mass.

Mentor, The, 52 E. 19th St., N. Y. Issued monthly. \$4.00 a year.

Mumford, A. W., 526 S. Clark St., Chicago. Publishes bird and nature pictures in color. Price 2 cents each or \$1.80 per 100.

N. Y. Association of Audubon Societies, 1974 Broadway, N. Y. Educational leaflets. (Colored pictures of birds) 2 cents each.

N. Y. Sunday School Commission, Inc., 73 Fifth Ave., N. Y. Old and New Testament Bible pictures. Price 1½ cents each plus postage.

Perry Pictures Co., Malden, Mass. Prices 1 to 10 cents each.

Prang Co., 1922 Calumet Ave., Chicago.

Soule Photograph Co., Boston, Mass.

Thompson Publishing Co., Syracuse, N. Y.

Toni Landau Photo Co., 1 E. 45th St., N. Y.

University Prints, Newton, Mass.

Pictures may be either mounted on inexpensive mounts or kept in large envelopes or folders. They may be stored in pamphlet boxes or, better still, in vertical files. They may be arranged alphabetically by subject or classified according to the Decimal classification. If subject headings are used (this is the arrangement adopted in most libraries) some cross references should be made.

Methods of lending pictures vary in different libraries but however it is done an accurate record should be kept of all pictures in circulation. Fines should be assessed for overdue and damages quite as punctiliously for pictures as for books.

For further information on this subject see Gardner and Dana. *The picture collection*. Rev. ed.

SELECTION OF BOOKS

A community usually measures the value of its public library by the service it gives and by its book stock. It is therefore most important that the greatest care be exercised in the selection of books. This is especially true where funds are limited since every book purchased must be at the expense of some other one.

To know the community and to buy the best books to fit its desires and needs, that is the real problem which the librarian and her book committee face.

Approximately how many volumes at prevailing prices will a definite sum of money buy? What proportion of the total number of volumes to

be purchased should be for adult and what proportion should be for juvenile readers? What proportion should be fiction and what proportion non-fiction? How much money should be spent for standard fiction and how much for current fiction? How many volumes of history, biography, travel, fine arts, poetry, religion, etc., will be needed? Can the library make a definite contribution to the industrial life of the community? What are the principal industries and what books may be purchased which will help to develop the skill, increase the earning power and add to the worker's joy in doing his daily task?

In buying the first fiction only a few volumes of each standard author should be purchased, but they should be in good, attractive editions. Clear type, good paper and beautiful illustrations will go far toward making a standard novel the successful rival of a "best seller." When there is a choice of bindings, plain and substantial ones should be selected.

In choosing copyright fiction the librarian must be constantly on guard. Much is being published that has no place on the shelves of the public library because of sensationalism, unwholesome suggestiveness or moral viciousness. A safe standard to follow when making decisions concerning books of this type is to exclude any book which confuses the average reader's ideas of right and wrong.

In science, political and social economy, and the useful arts, libraries should buy only recent books and the latest editions of standard works. Money should never be spent for a book which has been superseded by a better one covering the same subject matter. As a safeguard against doing this the librarian should keep in touch with as many specialists as possible who may keep her informed as to new publications along their various lines of work.

In the children's room it may be desirable to purchase duplicate titles but this is rarely true in the adult collection of the small library. Duplicate copies of "read out" titles represent dead stock few libraries can afford to carry.

When a book is worn out the decision should be made at once as to whether or not it should be replaced. If of temporary value or out-of-date the title should be eliminated. Standard works, books of continued popularity and desirable children's books should be replaced immediately. Sometimes this takes much courage when money is needed for current publications but delay only augments the difficulty.

Many valuable book gifts may be received by the library, also much useless material. The latter cannot be accepted because of the expense of handling and shelving. It may be expedient to have the book committee pass upon all gifts in order that the responsibility may not rest entirely with the librarian. In any case tact should be used so that the donors may not feel that an unjust censorship is being exercised.

The best existing guides to aid in selecting older books are the A. L. A. *Catalog* published in 1904 and the A. L. A. *Catalog, 1904-11*. See p. 56. The first named is a list of 8,000 volumes, and the second lists 3,000 books published between the years 1904 and 1911. For the years from 1912-1921

inclusive a new edition of the A. L. A. *Catalog* is being prepared, announced for publication in the fall of 1922. All are carefully annotated and give the Decimal classification numbers for each title listed. However, especially in using the first two catalogs one must keep in mind the fact that many of the books and editions listed have been superseded by better ones and also that many items contained in these catalogs are now out of print.

For new editions and the more recent books and current publications *The Booklist* issued monthly by the American Library Association (\$2.00 per year) is a safe guide to follow. This, too, is an annotated and a classified list. As the library grows other lists will be needed such as the *Publishers' Weekly* (Bowker, \$6) and the *Cumulative Book Index*, issued monthly and sold on a service basis by the H. W. Wilson Co. Library bulletins may also offer valuable suggestions.

In the beginning it is well for the inexperienced book buyer to remember that publishers' catalogs list good, bad and indifferent books and that newspaper and magazine reviews are sometimes written for the purpose of selling the book reviewed. Many innocent looking pitfalls are spread for the unwary and the smaller the amount of money there is to spend the less able is the library to afford mistakes in book buying.

REFERENCE BOOKS

The circulating department must of course be the first to be considered in starting a small library, but as the library grows, it will come to be recognized as the intellectual center of the town, and demands will be made upon it for information upon all sorts of topics. Reference books are expensive, and this department should be built up with the utmost care. There are excellent lists of reference books in Alice B. Kroeger's *Guide to the study and use of reference books*; rev. and enl. by Isadore G. Mudge. This list is supplemented each year by the publication in the *Library Journal* of "Some Reference Books of the Year," by Miss Mudge.

The average small library is fairly well equipped for answering all reference demands likely to be made upon it if it has upon its shelves the latest editions of the World Almanac, Webster's New International or the Standard Dictionary, New International Encyclopedia or the Encyclopedia Americana, Who's Who in America, Who's Who and Readers' Guide to Periodical Literature. These may be supplemented by books from the circulation shelves as occasion demands. The librarian should study her reference books carefully, ascertain their scope and purpose, in order that she may be able to assist those who turn to the library for help. She should meet the enquirer more than half way and never seem to be too busy to give him his full share of time and attention. She should strive to learn at once just what he wishes to know so that neither his time nor hers may be wasted in fruitless effort.

Either in a formal or informal way she should try to teach all who habitually use the library the arrangement and scope of the books in the

reference collection and the use of indexes and the card catalog. Teachers should be invited to come with their classes to make a study of them. A little systematic work in this direction will save much time in the end.

However the librarian must never forget that her usefulness as a librarian depends upon her ability and willingness to serve and that it is her chief concern in life to see that each person, both old and young, who comes into the library shall take away with him exactly what he wants so far as it lies within the power of the library to give it to him. There is no place in the modern library world for the librarian who sits at her desk and, with a majestic wave of her hand, refers the unsophisticated enquirer to a mysterious card catalog or a cunningly concealed index.

BOOKS IN FOREIGN LANGUAGES

In the beginning most libraries will need to devote all of their book money to books published in the English language. However, where there is a large non-English reading population, books in the prevailing languages should be bought provided public sentiment or state laws do not prevent the distribution of such literature. Emphasis should be placed upon translations of good books on American history, American ideals, civics, etc. In selecting and buying such books State Library Commissions can give effective help as they can easily get the experience of libraries which maintain departments of foreign books. Careful buyers may get as good discounts as are given on English books, though some well known jobbers give only short discounts. Librarians and trustees who are commencing this work should buy but few books in the first purchase relying largely upon the advice of librarians who have had long experience in this line of work.

PERIODICALS

Many of the most valuable contributions to modern literature are found in the current periodicals, and they are therefore a very important part of the equipment of a public library.

In most libraries even though the income is small it is advisable to take as many of the best magazines as the demand on the part of the public may justify, since many patrons are attracted in this way. The voracious reader who is constantly demanding "something new" may be appeased with greater ease and economy by supplying him with the latest magazines than by trying to satisfy him with new books. This is especially true if certain magazines are allowed to circulate.

In making up the periodical subscription list much practical help may be obtained by consulting *Periodicals for the small library*, by F. K. Walter. In the beginning it may be well to take only the magazines indexed in the Readers' Guide. This list has been compiled by the publishers after consulting with librarians all over the country and covers practically everything the small library is likely to need. The general literary magazines should be chosen first.

If the library can afford it technical periodicals and those relating to special subjects should be selected with reference to the local demand. The latest numbers of the current periodicals should be placed in an open magazine rack in the reading room.

In some libraries temporary binders are used to protect the magazines while in use in the reading rooms. Those who object to the use of temporary binders say that most of them are heavy, hard to adjust, collect dirt, are expensive and disliked by the public. It is perhaps safe to say that in few small libraries is the use of the magazines so hard as to demand the protection afforded by temporary binders.

Most small libraries have not sufficient shelf room for keeping files of many magazines. Those which contain the best reference material should be preserved for binding and the others as soon as superseded by a later issue should be circulated. In order that as many readers as possible may have access to the magazine while it is comparatively new, the time allowed for each circulation may be limited to three or four days.

As soon as a magazine volume which is to be bound, is completed, the title page and index should be secured from the publisher provided they have not been sent with the last number. Unbound reference files should be kept where they may be easily accessible for immediate use. A convenient way of caring for these magazines which do not exceed in size 10" x 7" is in the *Schultz Hudson* model cloth back pamphlet box obtainable from H. Schultz & Co., 531 W. Superior St., Chicago, at 16½ cents each in lots of 100 or more. Each box will hold on an average of one volume.

If wisely chosen, sets of bound periodicals are most valuable for reference work. The key to the information contained therein will be found in the *Readers' Guide to Periodical Literature* issued monthly by H. W. Wilson Co. and sold on a service basis.

PAMPHLETS AND CLIPPINGS

Many valuable pamphlets on social and economic questions may be had for the asking. Much local history material is published only in this form. Therefore the librarian should constantly watch the newspapers, advertisements, trade bibliographies, *The Booklist*, and all other possible sources for announcements of pamphlet material.

When received only such as promise to be of use should be kept. Those which are of most value may be bound singly or in groups according to subjects. Single pamphlets may be bound as books or put into patent binders obtainable from the library supply houses. If left unbound they may be classified and filed in pamphlet boxes and shelved with the books or they may be filed in vertical files arranged either in classified order or by subject headings.

Whatever the arrangement may be the librarian should always keep in mind the fact that a pamphlet which may be valuable today may be superseded and out of date tomorrow. Therefore it is rarely worth while to

shelf-list and catalog ephemeral material of this kind. Then, too, simplicity of arrangement lends itself to the possibility of making the pamphlet immediately available upon its receipt at the library while a more elaborate process would necessitate delay.

Much supplementary material may also be obtained by clipping old magazines and newspapers. The latter are especially valuable for the local history files. Clippings may be filed in manila envelopes or mounted on sheets and treated exactly as pamphlets are treated.

RENTING COLLECTIONS OF POPULAR BOOKS

In the case of many popular books of the day, the librarian often finds it impossible to buy enough copies to supply the demand. This demand is often only temporary and it is not wise for the library to add many copies of a book of no permanent value. It has, therefore, been found practicable in some libraries to purchase in addition to the one copy or number of copies which the library could ordinarily afford, a number of extra copies which may be rented either for a few cents per day or so much per week. This lessens the pressure on the regular copies and gives many borrowers who are willing to pay the extra fee an opportunity to obtain the desired book more promptly. The extra copies, if judiciously selected, will more than pay for themselves in a short time and may furnish a fund by which to add to this collection. As soon as a book has paid for itself it should be turned over to the general collection.

"The objection has been to this plan that it places a free public institution, supported by taxation, in the position of asking a fee for part of what it offers to the public. The advocates of the system point out that the public obtains free as much as it otherwise would, the pay duplicates being over and above the usual stock, that the collection is self-supporting, and that the free collection finally benefits thereby. On the other hand, public money, although it does not buy the books in the pay collection, does go toward their housing, care and distribution." (Bostwick. *The American public library*, p. 50)

Pay copies may or may not be issued on borrowers' cards.

LOCAL HISTORY COLLECTIONS

All librarians who have in charge such treasures are aware of the general popular interest in old pamphlets, newspaper files, and other forms of local history. Every public library can and should make collections of this character for its own community, and the library at the county seat should seek to cover, so far as may be, its own county. Newspaper files, the daily or weekly mirror of the community's life, should, if possible, be made complete. All manner of published reports should be obtained—those of the common council, the county board of supervisors, the various public and charitable institutions located in the community; the published memorial sermons, society year-books, printed rules and constitutions of local lodges, catalogs and programs of local colleges and

academies; published addresses of any sort; any manner of literature published by the churches, whether in the form of papers, membership lists, appeals for aid, or what not; programs of local musicales, concerts, veteran campfires, etc., would be found in time to have great interest to the local historian. Librarians should remember that this generation and its affairs are but passing phases of world-life; in due course what they have gathered of the literary drift-wood of today will be of priceless value to their successors in office.

PUBLIC DOCUMENTS

Much valuable information is contained in city, state, or federal documents, which if wisely selected and intelligently used form a very important part of a library's resources. Many of these reports are prepared by experts, the information is authoritative, and represents thorough and scholarly research. The large number of these publications, however, makes it necessary to exercise great care in selection to avoid filling valuable shelving space with books utterly useless in a small library.

TOWN AND CITY REPORTS. All reports and publications of the local city or town administrations should be secured. If reports are printed only in the local papers, clippings may be preserved; or if the local papers are bound, these reports may be indexed, and the references filed.

STATE DOCUMENTS. Next in importance are the publications of the state. States have different methods of distribution. For information write to the Secretary of State or the Library Commission.

The blue books are mines of information and are indispensable. Other reports should be selected with care and with regard to the needs of the community. When received they should be classified, cataloged and shelved with other books.

FEDERAL DOCUMENTS. The annual report of the Superintendent of Documents gives full information in regard to the distribution of public documents. Each senator and representative is entitled to designate one library as a depository for publications of the U. S. government. Formerly depository libraries were obliged to accept all designated documents. Now they may specify the kind of material they desire to receive. But even so no small library can afford to become an official depository.

In his *U. S. Government documents in small libraries* (new ed. in preparation. A. L. A.) J. I. Wyer, Jr., says: "No exact, complete list of documents useful to every small library is possible. No hard and fast rules can be made. Like all book acquisition, the nature, situation and clientele of each library and its own local circumstances must help decide. No small library wants everything it can get. Libraries should be selections of books not collections. Remember that every book added to a library costs too much good money (usually more than is thought) to prepare for the shelves, to catalog and even to keep standing on the shelves, unused and uncalled for when cataloged. The books in a small library must be live books in constant use. The book rarely or never used has no place there, though it be a government document and free as air. A depository library

which is too small to be one, which does not use the documents sent it, should surrender its depository privilege and supply itself in other ways with just the documents it will use."

Then follows a list of documents which may be used as the basis of selection for the smallest libraries. This list may be supplemented by the lists which are published in *The Booklist*.

After the selection has been made the librarian may usually get what is desired free of cost from the department which issues the documents or by a request sent to the congressman of the district. In case these two sources fail they may be purchased from the Superintendent of Documents at Washington at a small cost.

In non-depository libraries special rules for arranging and cataloging public documents may be disregarded and they may be classified, cataloged and shelved as other books.

BUSINESS SIDE OF A LIBRARY

Where the larger part of the income is derived from taxation, the library board, before the tax roll is made up and the various city funds apportioned, should submit a budget to the common council or other taxing unit, giving an itemized statement of needs for the ensuing year.

At the mid-winter meeting of the A. L. A. held in Chicago, December 29-30, 1921, the following resolution was adopted:

"The American Library Association believes that \$1 per capita of the population of the community served is a reasonable minimum annual revenue for the library in a community desiring to maintain a good modern public library system with trained librarians.

"This sum should cover a main library with reading room facilities, branch libraries and reading rooms within easy reach of all the people, a registration of card holders equal to at least thirty per cent of the population, and a considerable collection of the more expensive books of reference, with a home use of about five volumes per capita per year.

"This allowance of per capita revenue may need modification in the case of very small or very large communities, or communities which are otherwise exceptional. Small communities may often obtain increased library service for the same expenditure per capita by enlarging the area of administration. The situation in large communities is often modified by the presence of good endowed libraries free for public use.

"Communities desiring their libraries to supply these needs extensively and with the highest grade of trained service, will find it necessary to provide a support much larger than the minimum of \$1 per capita. This should cover extension work sufficient to bring home to the children, the foreign speaking people, business men, artisans, advanced students, public officials, and in general all classes of the people, the opportunities that such a library is not only ready but able to afford, with a service that is administered by trained librarians having special knowledge in their particular departments.

"The Committee recommends that further study be given to the whole subject of adequate support for high school and grade school libraries, and for college and university libraries, to be based on a knowledge of the existing situation with reference to such libraries."

The funds when collected may remain in the hands of the city treasurer and be drawn upon by the order of the board; or, they may be turned over to the library, in which case the board should elect a treasurer under bond.

The income of the library should be carefully apportioned to the various needs, and a check kept upon all expenditures.

All bills should be signed by the librarian and approved by the finance committee before being audited by the board. Bills should be kept on file at the library in a safe provided for these and other important records; or, bills may be filed in the city treasurer's safe, in which case it will be convenient to have duplicate bills on file at the library. Orders on the city treasury must be signed by the proper officers of the board. Blanks for this purpose may be arranged in the form of a printed order book, which may serve as a simple method for keeping a record of expenditures.

Library Fund TREASURER'S DUPLICATE.		Not valid unless countersigned by City Treasurer	Public Library Fund City of Evansville		No. _____
No. _____ _____ 19____	\$ _____ Date _____		The Citizens National Bank 71-4 For City Treasurer		Evansville, Ind., _____ 19____
To _____ For _____	Pay to _____ On acct. _____		Pay to _____ \$ _____ Dollars		
\$ _____ No. _____			On account of _____		
			Public Library Board		
		Attest _____ Secretary		_____ President	

Form for drawing orders on the City Treasurer. Size: 35/8" x 12".

Each order is numbered, and each bill is paid by separate order and given the corresponding number.

When the order is drawn, the account to which the bill is to be charged is indicated on the stub. From this record a table of expenditures to date can be quickly prepared at any time, or may be kept from month to month. The total footings may be carried forward from page to page. Larger libraries will keep ledger accounts under firm names and a classified arrangement of expenditures.

Financial forms may be purchased as separate sheets 11" x 19" in size, including the extension at the left punched for insertion in a loose leaf binder. The headings represent the average sources for receipts and the chief items of expenditures. Extra blank columns are provided to be filled in as local needs require.

Another useful blank which may be purchased is a convenient form for keeping the petty cash account showing receipts from fines, rental books, sale of books and papers, non-resident deposits, etc., also small expenditures such as postage, freight and express, supplies, laundry, etc. The librarian must have authority to pay small bills from a petty cash account, but all bills for large amounts should be first audited by the board.

PETTY CASH

Account for Month of

19

NAME	RECEIPTS					EXPENDITURES					TOTAL	BALANCE
	NOTE	FINES	RENTAL (BOOKS)	SALES LESSOR (BOOKS) AND RESTORATION BOOKS PAPERS	NON-RENTAL DEPOSITS	TOTAL	POSTAGE	FREIGHT AND EXPRESS	SUPPLIES	REPAIRS		
	1											
	2											
	3											
	4											
	5											
	6											
	7											
	8											
	9											
	10											
	11											
	12											
	13											
	14											
	15											
	16											
	17											
	18											
	19											
	20											
	21											
	22											
	23											
	24											
	25											
	26											
	27											
	28											
	29											
	30											
	31											
	32											
	33											
	34											
	35											
	36											
	37											
	38											
	39											
	40											
	41											
	42											
	43											
	44											
	45											
	46											
	47											
	48											
	49											
	50											
	51											
	52											
	53											
	54											
	55											
	56											
	57											
	58											
	59											
	60											
	61											
	62											
	63											
	64											
	65											
	66											
	67											
	68											
	69											
	70											
	71											
	72											
	73											
	74											
	75											
	76											
	77											
	78											
	79											
	80											
	81											
	82											
	83											
	84											
	85											
	86											
	87											
	88											
	89											
	90											
	91											
	92											
	93											
	94											
	95											
	96											
	97											
	98											
	99											
	100											

(Numbered books for inventory)
 (Numbered books for inventory)
 (Numbered books for inventory)

Financial form, Petty cash. Size, folded: 9 1/2" x 11 1/2".

Library Bureau

An itemized report should be made to the board at regular intervals, of all expenditures from the petty cash fund.

A meeting of the library board should be held at least once a month that all bills may be audited and paid promptly. The librarian or secretary should notify the members of the board a few days in advance and should be present at board and committee meetings. The librarian should be prepared to give any information upon matters of administration, to make recommendations, and to submit a report on the work of the library during the month, including statistics of circulation, borrower's cards issued, books purchased and cataloged, and any special work undertaken or accomplished. The librarian may or may not act as secretary of the board, but records may properly be kept at the library for reference.

The librarian should be the virtual business manager of the library. The librarian should compile the book lists, and after approval or revision by the book committee, should send in the orders and receive them when filled. The various committees should consider and decide upon plans for purchases, repairs or changes, and the librarian should see that they are executed.

An occasional inventory is essential and should be taken during the months when the circulation is lightest and the largest number of books on the shelves. The library should never be closed for this purpose as the inventory may extend over an indefinite period if done systematically. One class of books should be inventoried at a time. The books on the shelves should be compared with the shelf list; all book numbers, accession numbers and copy numbers being corrected when need be, to correspond exactly, the one with the other. Cards for missing books should not be removed but a note should be made of them and compared later with book cards in charging tray, with bindery files, and with mending shelves. Books not found immediately should not be reported lost, but may be looked for at intervals until the next inventory is taken. If not found at that time the shelf list cards may be withdrawn, thus forming the withdrawal record as described under Withdrawal Record, p. 62.

Library property should be fully insured. For that reason an inventory of miscellaneous property is as necessary as an inventory of the books.

Some principles of businesslike conduct in libraries, by A. E. Bostwick, contains information which should be assimilated by all library workers.

ADVERTISING THE LIBRARY

The best publicity agent the library can have is the satisfied patron who spreads the library gospel far and wide by word of mouth. Good service based on a wide knowledge of books and a sympathetic interest in people will usually bring a large reward in an amazing amount of unpaid advertising.

Next in importance to good service, as an advertising asset, is the personality of the librarian. A dignified, dynamic, convincing personality acts as a tremendous factor in putting the public library in the forefront of community consciousness. The librarian may establish various points of

contact through public addresses, club memberships, committee work and other widely divergent forms of personal service to the community.

Third in importance is the medium of print. Good newspaper publicity does not always mean that the librarian shall act as the library press agent. Newspapers are usually glad to assign the library to a reporter as a part of his regular beat. When such is the case it behooves the librarian never to be too busy to see the reporter and to turn over to him all items concerning the library which have a news value. However, it is always well to remember that there is a great difference between news value and propaganda and that most newspapers prefer the former to the latter.

Library news items should be given to the newspapers while they are still news and should not be held back for the Sunday or some other regular day sacred to the much exploited "library column." Such a "column" may indicate much industry on the part of the librarian but the average newspaper does not care to print information which may have been town talk for days.

Then, too, from the standpoint of getting library news read it is better to have it scattered over the paper and through the week, lest the man who is not interested may do some judicious "skipping." He is the very person whom the library should strive hardest to inform concerning its activities, hence it should not be made easy for him to escape seeing an enlightening bit once in a while.

If the librarian should desire to submit articles, signed or unsigned, for publication she should remember that newspaper English is quite different from college English and that the newspaper editor prefers plain Anglo-Saxon with plenty of pep and few adjectives to the high sounding words and involved sentences of the early eighteenth century. It is also well to remember that most newspapers prefer to do their own headlining, that typewritten copy, double spaced, properly punctuated, spelled and capitalized has a much better chance of being printed than carelessly prepared copy.

In a town where more than one newspaper is issued it is well to let the editors of each know that the same copy is never submitted to more than one paper. This removes the suspicion from the mind of each that he is being asked to print "old stuff."

Lists of new books with brief annotations published regularly, once each week or month (depending upon the supply), will bring to the library many who otherwise would not think of coming. The librarian should let the newspaper editor know that the space which he so generously gave upon a certain Sunday brought the mayor, the leading clergyman, the ex-bartender or the overworked mother into the library for a certain book. While he is learning this he is also realizing that library book lists have a very decided news value.

An appeal may be made to current interest in some questions of the day or matter of local importance by printing short lists of books showing the resources of the library on these topics. Lists on the vocations, gardening,

good books for girls, electricity, boys' heroes, biographies of great men, birds, and other popular subjects may be compiled and printed in the local paper.

Short reading lists of books on special subjects are useful in attracting new readers into the library. It is not enough that such lists be made available to those who come to the library; they should be mailed out to non-patrons, distributed at meetings and in other ways brought to the attention of people who have never made use of the library resources.

Postal-card notices telling of the arrival at the library of new books on special subjects sent to persons known to be interested in those subjects, whether they are patrons of the library or not, bring excellent results. It should be remembered that one of the aims of publicity should be to create good will, whether it actually brings patrons to the library or not.

Book marks with lists of books are an excellent method to stimulate interest in something besides the last new book.

Announcement cards, suitably framed, may be placed in hotels, restaurants, stations, and stores, to show the location of the library and reading-room, hours of opening, and the fact that all are welcome to its privileges. Many good placards and posters can be purchased from the library supply houses and the American Library Association. When the library is centrally located and possessed of show windows on the ground floor, book and magazine posters, obtained from book dealers and publishers, may be used to advantage.

Librarians may receive many helpful hints on publicity methods by a careful study of library periodicals and the *Publishers' Weekly*; also by reading some of the best books on commercial advertising, since the problem repeats itself over and over in all lines of work.

REPORTS AND STATISTICS

While the average library cannot spend too much time on elaborate statistics certain ones are essential in order to know what the library is accomplishing, and how its growth and development compare with previous years and with other libraries. Not only as a matter of interest, but from a business standpoint it is important to know if the use of the library is increasing, if the character of the reading is changing and why; whether the book purchases are well proportioned, the investment in maintenance is yielding an adequate return, or the funds sufficient for the legitimate demands of a growing institution. All of these items may be gathered from very simple records, and will prove of value in securing appropriations, gifts and endowments, in planning a wiser expenditure of the various funds, and in developing a taste for better literature.

Reports of other libraries will contain helpful hints, and should be carefully studied. State library commissions furnish to the libraries of their respective states, an annual report form, which the laws of the state may require to be filled out by libraries supported by public taxation, and sent, one to the common council or governing body of the village or city, one to the state library commission, and one to be kept on file at the library.

Where the state does not issue a standard form of report it is recommended that the A. L. A. statistical report form be used. This may be obtained on request from the American Library Association.

A decision should be made at the beginning of the year as to what statistics are essential. The records should be accurately kept, and form the basis for monthly and annual reports. The circulation statistics should be recorded by classes at the end of each day. For those using the Decimal classification, the blank form printed by the Democrat Printing Co. or the Library Bureau will be found convenient.

Monthly and annual reports should also contain accurate records of accessions by classes, registration statistics and an approximate count of visitors to the reading and reference rooms.

The binding statistics may be taken from the bills as they are paid, or from the bindery record, and the withdrawals from the withdrawal record. These statistics should be kept up to date and should be complete each month. If this is done, the annual report will be comparatively easy to prepare.

The annual report may be submitted by the board to the municipal and state authorities and to the general public at the end of the fiscal year. It may consist of the president's report of the general condition of the library, special improvements made during the year, and special needs of the future; the secretary's report of finances, and the librarian's report in detail, made to the board.

The librarian's report should be something more than a collection of statistical tables; it should be an interesting history of the library for the period covered. Attention may be called to the total number of books added and any special aim in book-buying; to the total circulation and any remarkable growth in special classes, or methods used to influence the character of the reading; to the increase in registration and any efforts put forth to attract readers. Gifts, school work, apprentice work, children's work, reference work, or any work along the lines of organization or extension that have received special attention, should be of interest.

The report as a whole should embody the aims and ideals of the librarian and her trustees, should record what has been accomplished in the past, and what is being planned for the future.

If properly compiled the report may be printed as a pamphlet and used as publicity material. Should this be considered too great an expense it should be printed in full in the local newspapers.

ORDER ROUTINE

Perhaps the most convenient way for making up a book order is to have each title on a separate slip or order card. These should be standard size (7.5 x 12.5 cm. or 3 x 5 in.) On the order slip may be written, printed or pasted the necessary items. Mounted entries clipped from *The Booklist* and other printed sources may be combined with either one or both of the other two forms.

If a printed card is used the following is a simple and useful form which may be purchased from a library supply house:

Class No.	Author (Surname first)		WRITE LEGIBLY		NOT RUSH
Accession No.	Title				
Ordered					
Of					
Received	Edition or Series	Place	Publisher		
Cost	Date	Vols.	List price	Est. Cost	
Charged to	Recommended by				
Date of bill	Address				
L. C. No.	Reviewed in				
<small>Fill out above as fully as possible Cross out NOT in NOT RUSH if in special haste Give reasons for purchase on back.</small>					

Order card. Size: 3" x 5".

The simplest order slips should contain: author's name; title of book; publisher; number of volumes; edition; copy-right date; list price; date ordered; source; invoice date; cost. Time may be saved by filling in with rubber stamps the date ordered, invoice date and agent's name in case most of the orders are placed with the same firms.

Separate adult and juvenile order cards and arrange each alphabetically by authors. Compare with catalog and outstanding orders to avoid duplicates; if an intentional duplicate, enter call number. Write order sheet for agent from slips and keep a duplicate in the library. If written by hand, a pen carbon letter book is convenient and inexpensive. When books are received check books with bill to see that both are correct. Pull order slips from outstanding order files and compare list prices with bill; figure discounts, and enter net prices on order cards.

Working from cards, compare editions and publishers ordered with title pages of books; and stamp date, source and pencil cost on first recto following title page. Avoid disfiguring title pages with entries of any kind. Stamp invoice date on order card. Verify bill footings and sign bill with name and official title.

The shorts which remain in outstanding order files should be gone over occasionally lest through carelessness of the agent the receipt of important items be too long delayed.

Some libraries use order cards for a shelf-list record; others for an accession record. "In any case the permanent file left after the receipt of the book should constitute a complete dated history of the order, enabling the librarian to ascertain at once, in case of need, who recommended a given book; who read it on approval, if it was so read; when its purchase was authorized, when it was ordered, when received, and so on. These data

are as important to a small library as to a large one, and orders should be recorded methodically in this way, even if the librarian herself performs all the different operations indicated." (Bostwick. *The American public library*, p. 140-41.)

The same order slip may be used again and again for as many different purposes as the amount of information included may warrant.

Decisions concerning replacements, duplication, etc. may be quickly made upon consulting this file.

If made from clipped *Booklist* entries the order cards become a valuable tool in cataloging, reference, publicity and circulation problems.

It is always good business to place book orders with a local dealer provided he will give as good service for as little money as may be obtained elsewhere. However, the library is charged with the obligation of getting as much for its expenditure of money as it can in a legitimate way and the local dealer even though a tax payer has no right to profit at the expense of the whole city.

MECHANICAL PREPARATION OF BOOKS

After books are checked with the bill they should be examined for imperfections, carefully opened, cut, and stamped with some mark of ownership.

To open a book: hold the book with its back on a smooth or covered table; let the front board down, then the other, holding the leaves in one hand while opening a few leaves at the back, then a few at the front, and so on, alternately opening front and back, gently pressing open the sections until the center of the volume is reached. This should be repeated two or three times. Opening the volume violently or carelessly in any one place is likely to break the back.

For uncut leaves use a flat bone or ivory cutter. Be careful to cut to corners but not into sections. A sharp knife or other instrument is likely to mutilate the margins and otherwise damage the book. Books with misplaced or missing pages should be returned to the publisher, shopworn or damaged books to the agent.

The mark of ownership may be a perforating, embossing, or rubber ink stamp. The perforating stamp is the best but most expensive; a rubber stamp is easily erased and unsightly; the embossing stamp is satisfactory, and not expensive. The stamp should contain the official name of library, place and state. Plain, business-like type, not too large, should be used, and ornamentation, curves, and sharp edges avoided, especially in the embossing stamp. Stamp the title page and one other selected for that purpose; also important plates and illustrations. If an embossing stamp is used, stamp at varying distances from the top of page to avoid too great thickness in any one place. Always stamp straight across the page.

If a bookplate is used, place on inside of front cover in the center. A bookplate should always be used for gifts, containing the name of the library, and the words "Given by."

The book pocket should be carefully folded over a book card and creased with a bone folder. Paste on the edges only, and place on the inside of back cover in the center, or a little below, so that the book card will not project beyond the book.

Book cards may now be written, and should contain call number on the top line, followed by surname of author, brief title, and accession number or copy number.

Various methods of labeling books are in use in different libraries. One of the more recent practices is to paint a black band of shellac and lamp black the size of Dennison's A44 label a uniform distance from the bottom of the book, taking care not to cover important print. When dry this may be marked with white ink using special pen Judges Quill 312 or Telegraphic pen no. 1876.

The more general practice is to select a plain white gummed label, Dennison's A44 (round) to be placed an inch and a half from the bottom of the book. To secure the best results cut from celluloid or photograph film a square with a diameter equal to two inches, plus the diameter of the label. Cut a hole exactly in the center the size and shape of the label, and the marker will be accurate no matter which edge is placed at the bottom of the book. Place the marker in position, and with a camel's hair brush dipped in strong ammonia, remove the sizing from the spot where the label is to be placed. The marker will also prevent the ammonia from discoloring the binding beyond the label. Allow it to dry, dip the label in warm water, press in place on the book, and rub firmly until every part has adhered.

Mark the call number on the label in plain figures with India ink; allow the ink to dry thoroughly; varnish the label with white shellac. When soiled the varnished label may be washed.

To remove old labels, cut pieces of blotting paper the exact size of the labels, soak in water and press firmly upon the old labels; remove in ten minutes and the label will come off with the blotter. Never scrape the label with a knife as it is likely to injure the binding. If the labels have been varnished, an application of ammonia will remove the varnish. Care must be taken not to discolor the binding beyond the place to be covered. Books with light or white covers may be shellaced the same as labels, and washed when soiled. Shellac also preserves cloth covers and keeps them from becoming worn and frayed. This is a point worth considering especially for children's books.

ACCESSIONING

The accession record is a chronological list of the books added to the library, and should be absolutely accurate. It is the record upon which is based the insurance, from it is found the number of volumes in the library, and if properly kept it is a complete history of each book from entry to withdrawal.

Different methods of keeping this record are in use. The common method, and the one recommended to the inexperienced librarian, records volumes

singly and gives to each an individual accession number. For this purpose loose leaf accession sheets, which provide for all necessary information, may be obtained from the Library Bureau. These sheets are so arranged as to enable the record to be made on the typewriter.

The lines are numbered consecutively and each volume requires a line; when the entry is made, the number of the line, called the accession number, is entered in the book above the date of receipt on the first recto following the title page, on selected page, on book card and book pocket.

Great care must be taken to enter each book and give it an accession number before it is allowed to be taken from the library.

When a book is rebound or withdrawn a note may be made in the remarks column of the accession book to make the history of the book complete.

The accession book should be a strongly bound book ruled and printed as follows:

ACCESSION SHEET									
Date	NO.	AUTHOR	TITLE	VOL.	PUBLISHER	YEAR	SOURCE	COST	REMARKS
	1								
	2								
	3								
	4								
	5								
	6								
	7								
	8								
	9								
	10								
	11								
	12								
	13								
	14								
	15								
	16								
	17								
	18								
	19								
	20								
	21								
	22								
	23								
	24								
	25								

Library Bureau Cat. no. 1601

Loose Leaf Accession Sheet, 25 lines to the page. Size: 9 $\frac{7}{8}$ " x 9 $\frac{7}{8}$ ".

Another method records accessions by bills instead of by volumes.

Its chief claims to consideration are greater accuracy and speed.

Bills of each dealer are numbered consecutively for the calendar year.

The accession number consists of the initial or name of the dealer fol-

lowed by the bill number and the last two figures of the current year. The third bill from McClurg in 1904, will read, M304 or McClurg 304. This number is entered in the upper right corner of the bill, in the usual places in the book, in the accession book, on the shelf card, and on the order card, and takes the place of the usual accession number. If initials of dealers conflict, two letters may be used, or the full names.

For gifts a memorandum may be made in the form of a bill, containing name of donor, brief author and title of book, and value if known. This is entered as above.

Books added by binding are accessioned from the binding bill. Unbound periodicals purchased are accessioned from the original bills, and the cost of binding added in cost column.

With this method the name of publisher and place should be included in imprint on shelf card.

All bills should be filed first alphabetically and second numerically, and should be carefully kept for reference, and insurance purposes.

A simpler method than either of the above is that which has been followed successfully in the Evansville library since its organization in 1912, but should only be undertaken where the work is not to change hands frequently.

Each volume is entered on a printed form shelf card which may have been used as an order card.

Class No.	Author's full name		
Cop. No.	Title		
Date ordered			
Ol	Vols.		Date
Invoice date	Edition	Pub.	Price
Cost	Recommended by		
L. C. Card No.	Reviewed in		
	Remarks		
	In Pitt. Pratt. A. L. A. Cat., 1904.		
	1904 - 11, Book list		

Order card. Size: 3" x 5".

No accession number is assigned but different copies of the same title are distinguished by copy numbers.

As each bill is completed it is entered in the Summary of Additions and Withdrawals as in the second method outlined above. The shelf cards are balanced with the number of books on the bill, thrown into classified order and entered by class in the Classified Summary of Additions and

Additions and Withdrawals

100

[illegible]

Separate sheets may be used for the three main classes of books—Reference, Children's Circulating, Adults' Circulating.

Blank columns are for record of other book/ya books, documents (if separately classified, and of school duplicates, routing or special collections.

Accession Book. Size, folded: 8" x 10¹/₂"

Democrat Ptg. Co.

Withdrawals, also obtainable from the Democrat Printing Co. This last named record forms an up-to-date record of the number of books in each class owned by the library.

Whatever accession method is used, a record of books by classes should be kept. If the first method is in use then statistics may be taken from the accession book, if the call number is entered, otherwise from the order cards or shelf cards.

If, by mistake, statistics by classes have not been kept, an actual count of cards in the shelf list under each class will be necessary, and the total number must correspond to the number of accessions minus the withdrawals. Statistics of reference books should be kept separately.

CLASSIFICATION

For convenience books treating of the same subject should be arranged together on the shelves.

Systems of classification have been devised for this purpose, and one of the best should be adopted and consistently followed.

The two most widely used are the Dewey Decimal and the Cutter Expansive systems. The former is used largely by public libraries, and is recommended because of its simpler notation. The abridged edition will answer the needs of a small library.

The class numbers having been assigned, books should be arranged under each class alphabetically by authors. The Cutter-Sanborn Alfabetic author tables should be used to assign book numbers. The call number, consisting of class and book number, is entered in the book on the first recto following the title page, on the book card, book pocket and label, in the accession book, and on the shelf and catalog cards.

The books are arranged on the shelves first in numerical order by class numbers, second in alphabetical order by book numbers. The call number on the catalog card directs the borrower to the exact place on the shelf where the book may be found.

Call numbers should be omitted for fiction, and the books arranged alphabetically by author. In biography 920 may be used for collective and B or 921 for individual biography. In individual biography book numbers should be assigned from the subject instead of from the author of the book, so that all biographies of one person may be found together under his name.

Classification should not be attempted by one who has had neither instruction nor experience. Work not well done will eventually have to be done again, and reorganization later will cost more than good organization in the beginning. Till the work can be properly done, books should be classified by the Decimal system, using the first two figures only of the class and leaving space for others wherever the call number is entered. The correct section number may be assigned later, and few erasures will be necessary. If not certain of the division number only the first number of the class should be used; i. e., a book on physics will be given the number 53, a book on botany 58, a book on science not clearly belonging to a specific division, or uncertain, will be given the number 5; the full

classification may be added later with much less work than a change of figures will require. Book numbers should be omitted, and the books arranged alphabetically under each class.

For aid in classification the *A. L. A. Catalog, The Booklist*, Carnegie (Pittsburgh) *Catalogue and Bulletins* and the New York State Library Bulletin of *Best books* (annual) should be used.

Book numbers should never be copied from the catalog or bulletins of another library. Numbers should be assigned from the tables and compared with the shelf list to avoid conflicts in the same class.

Classification aids should be used with judgment with reference to the kind of library and local needs.

For children's books the same system should be followed, with a J or plus sign before the class number. It is well to simplify the classification, and use only the broader class numbers. Three figures with a few exceptions will be sufficient. Care should be taken not to scatter material by inconsistencies in classification.

MAIN DIVISIONS DEWEY DECIMAL CLASSIFICATION

000	GENERAL WORKS—	270	Religious history
010	Bibliography	280	Christian churches and sects
020	Library economy	290	Ethnic. Non-Christian
030	General cyclopedias		
040	General collected essays	300	SOCIOLOGY—
050	General periodicals	310	Statistics
060	General societies	320	Political science
070	Newspapers	330	Political economy
080	Special libraries. Polygraphy	340	Law
090	Book rarities	350	Administration
		360	Associations. Institutions
100	PHILOSOPHY—	370	Education
110	Metaphysics	380	Commerce. Communication
120	Special metaphysical topics	390	Customs. Costumes. Folklore
130	Mind and body		
140	Philosophical systems	400	PHILOLOGY—
150	Mental faculties. Psychology	410	Comparative
160	Logic	420	English
170	Ethics	430	German
180	Ancient philosophers	440	French
190	Modern philosophers	450	Italian
		460	Spanish
200	RELIGION—	470	Latin
210	Natural theology	480	Greek
220	Bible	490	Minor languages
230	Doctrinal. Dogmatics. Theology		
240	Devotional. Practical	500	NATURAL SCIENCE—
250	Homiletic. Pastoral. Parochial	510	Mathematics
260	Church. Institutions. Work	520	Astronomy
		530	Physics

540	Chemistry	780	Music
550	Geology	790	Amusements
560	Paleontology		
570	Biology	800	LITERATURE—
580	Botany	810	American
590	Zoology	820	English
		830	German
600	USEFUL ARTS—	840	French
610	Medicine	850	Italian
620	Engineering	860	Spanish
630	Agriculture	870	Latin
640	Domestic economy	880	Greek
650	Communication. Commerce	890	Minor languages
660	Chemical technology		
670	Manufactures	900	HISTORY—
680	Mechanic trades	910	Geography and travels
690	Building	920	Biography
		930	Ancient history
700	FINE ARTS—		Modern
710	Landscape gardening	940	Europe
720	Architecture	950	Asia
730	Sculpture	960	Africa
740	Drawing. Decoration. Design	970	North America
750	Painting	980	South America
760	Engraving		
770	Photography	990	Oceanica and polar regions

CLASSIFICATION FOR CHILDREN'S BOOKS

030	General reference books—Cy-	600	Industries and inventions
	clopedias		(How to make and do things)
050	Periodicals		
100	Ethics	700	Music and painting (Fine arts in general)
220	Bible stories	790	Sports and games
290	Mythology	800	Literature (May put school readers here)
320	Our government		
395	Etiquette	821	Poetry
398	Legends. Folklore. Fairy tales	822	Plays
400	Language	910	Travel in general
500	Science and nature (General works)	914	Travel in Europe
520	Sun, moon, and stars	915	Travel in Asia
530	Physics—Electricity	916	Travel in Africa
550	Earth	917	Travel in North America
580	Trees. Flowers	917.2	Travel in Mexico, Central America and the West Indies
590	Animal life (May include animal stories)	917.3	Travel in U. S.
595	Insects		
598	Birds		

918	Travel in South America		for Germany, and 944 for France)
919	Travel in Australia, the Islands and Arctic Regions		940.3 Great War
920	Biography—collective (Stories of famous people)	976	American Indians and stories of Indian life
921	Individual biography Always take book number for individual biography from the name of the person written about.	973	U. S. History—General
			973.1 Discovery
			973.2 Colonial period
			973.3 Revolution
930	Ancient history (Life in ancient countries)		973.7 Civil War
			973.8 Spanish-American War
940	Europe—History, and General History (May extend this for large collections by using 942 for England, 943	977	History of the middle west
		978	History of the far west

Take book numbers from the Cutter-Sanborn author table.

SHELF LIST

The shelf list is a classified record of the books in the order in which they stand on the shelves, and ranks in importance next to the accession book.

Its various uses are for inventory; to assist in classification, by showing what books have been assigned to certain classes; to serve as a list of assigned book numbers and guard against conflicts; to aid in book buying, by showing which classes are well represented, and which need additions; to be used as a classed catalog until a dictionary catalog can be provided. The guides should contain subject words as well as numbers to indicate the various classes. When time and service are limited, the fiction shelf list may be used as the fiction catalog. The title cards may be filed with the author cards, or kept in a separate file, whichever is more convenient.

The card shelf list is the most convenient form in use. Different volumes and copies of the same book may be entered on the same card. The briefest entry should give the call number, author's name, brief title, date of publication, copy and accession number, if an accession number is used. If the second accession method referred to in the section on accessioning is used, the name of the publisher should be added to the imprint, and the source, bill number, date and price be given in place of the accession number.

If the third method is used each volume must be entered on a separate card. The record must be very accurate, and great care must be taken not to lose or misplace cards, as a card lost is a book record lost. The shelf list card should be the same size as the cards used in the catalog. All stock should be standardized as much as possible in order that time and expense in stock keeping may be saved.

Shelf cards should be filed by call numbers, and arranged in a tray exactly as the books are arranged on the shelves. They should be filed promptly to have the record of book numbers always up to date.

Children's and adult cards should be kept in separate files, just as the books are kept on separate shelves.

609	Forbes, W. C.	
F69r	Romance of business.	'1921
	1078 cop. 1	
	1330 " 2	

Shelf list, first form

609	Forbes, W. C.	
F69r	Romance of business.	'1921
	Houghton	
McClurg	43 1/3/22	1.19

Shelf list, second form

Class No. 609 F69r Cop. No.	Author's full name Forbes, W. C.																								
Date ordered De. 10, '21	Title Romance of business.																								
Ed Ind. News																									
Invoice date Ja. 17, '22																									
Cost 1.19																									
L. C. Card No.																									
	<table border="0"> <tr> <td></td> <td>Vols.</td> <td>Date</td> </tr> <tr> <td></td> <td></td> <td>['1921]</td> </tr> <tr> <td></td> <td>Pub.</td> <td>Price</td> </tr> <tr> <td></td> <td>Houghton</td> <td>1.65</td> </tr> <tr> <td>Recommended by</td> <td></td> <td></td> </tr> <tr> <td>Reviewed in</td> <td></td> <td></td> </tr> <tr> <td>Remarks</td> <td colspan="2"></td> </tr> <tr> <td>In Pitt. Pratt. A. L. A. Cat., 1934.</td> <td colspan="2">1934-35, Book list</td> </tr> </table>		Vols.	Date			['1921]		Pub.	Price		Houghton	1.65	Recommended by			Reviewed in			Remarks			In Pitt. Pratt. A. L. A. Cat., 1934.	1934-35, Book list	
	Vols.	Date																							
		['1921]																							
	Pub.	Price																							
	Houghton	1.65																							
Recommended by																									
Reviewed in																									
Remarks																									
In Pitt. Pratt. A. L. A. Cat., 1934.	1934-35, Book list																								

Shelf list, third form

THE CARD CATALOG

A good catalog is essential in the intelligent use of a library. A vast amount of information may be contained in a small number of books, but it is valueless to the ordinary reader unless some key is provided. A good catalog is expensive, but it is money wisely invested. It is the one method of making each book yield the greatest possible value, and of making instantly available any information the library may contain. The opening of a new library need never be delayed until the catalog is completed, or even commenced, but the catalog should be included in the original plans and made as soon as funds permit. A small number of books well cataloged is far more valuable than a large library without any guide to its contents. However, poor work is poor economy. If good work cannot be afforded at once it will be better to wait. In the meantime the shelf list may be used as suggested elsewhere, and the order cards may be filed alphabetically by authors to serve as an author catalog.

In form, a catalog may be any one of several different kinds, but the dictionary card catalog is in most common use at present in America. The dictionary catalog made on cards filed in trays in a cabinet may be kept strictly up to date, as cards may be inserted as fast as new books are cataloged. By this method each book is represented by an author and title card and by as many subject cards as the contents of the book requires. These cards are filed alphabetically like words in a dictionary, hence the name—dictionary catalog. When correctly arranged they answer the questions, has the library a book by a given author? by a given title? on a given subject? while the call number on each card indicates where the book may be found on the shelves.

The making of a catalog requires technical knowledge and skill, and familiarity with books and authors. It should not be undertaken by one who has had neither training nor experience. What to enter and how to enter it requires judgment and knowledge. Not only must each book be examined, but the catalog must be considered as a whole. Forms of entry must be uniform, and the treatment of similar and related subject matter consistent. All the works of one author must be brought together in one place, and not scattered under his various pseudonyms. Reference should be made from names not used to the one decided upon. Subject headings must be selected with great care either from the A. L. A. or Library of Congress subject headings. Synonymous words must be considered, the best one chosen and reference made from all others.

The smaller the library the greater the need of making available every bit of information. Not only the general subject of the book must be considered, but chapters or parts of chapters may contain information not easily found elsewhere, and not indicated by the title or the general subject. Great judgment must be exercised in making this selection so that neither material of value shall be lost, nor useless cards cumber the catalog.

Typewritten cards are the most satisfactory and far more easily read. The small library without a typewriter may make slips and send them out

to be copied. Most high schools now have business courses including lessons on the use of the typewriter. Work of this sort from the library might be welcomed by the teacher of typewriting. However, all such work should be subject to careful revision lest mistakes destroy the usefulness of the catalog.

Only all black ribbons need be used if subject headings are made in capital letters. Call numbers may also be black.

Even in the small library there are so many uses for a typewriter that it would seem advisable to purchase a rebuilt standard machine, or one of the small portable typewriters which may be obtained for a small sum.

If the cards must be hand written, vertical writing or library hand writing is the most satisfactory. It is easily read, and if cards are written by several persons, it is more uniform in appearance.

All cards should be of exactly the same size and, if possible, the same weight. If they vary in either respect the smaller or lighter ones are likely to be overlooked in turning the cards. Stock should be bought from a reliable supply house, and a good quality selected in the beginning and continued.

The plain Library Bureau cards, stock number 33120, have proven to be a satisfactory grade.

Good non-copying, black, permanent ink should also be used.

609	Forbes, William Cameron	
F69r	Romance of business.	Houghton
	[^c 1921] 258p. illus.	

Author card

609	Romance of business.	[^c 1921]
F69r	Forbes, W. C.	

Title card

609	INDUSTRY.	
F69r	Forbes, W. C.	
	Romance of business.	Houghton
	[^c 1921] 258p. illus.	

Subject card

609 TRANSPORTATION.
 F69r Forbes, W. C.
 Romance of business. [^c1921]
 p. 106-36.

Subject analytic

COMMERCE,
 see also
 TRANSPORTATION.

Cross reference

PRINTED CATALOG CARDS

The advisability of the use by the smallest libraries, of the printed cards issued by the Library of Congress, is a debatable question. However, enough good authorities sanction the practice, to make it seem desirable to incorporate in this manual a few of the fundamental facts concerning the printed cards.

Two guides to the purchase and use of these cards are furnished by the Library of Congress: *Handbook of card distribution* and *Library of Congress printed cards, how to order and use them*.

In ordering the formula (1SA1) is very satisfactory and if used the cards can be ordered as soon as the order for books is sent. In this way it will not be necessary to decide beforehand just how many and what cards will be needed. 1SA1 means one author card, also subject cards and other added entry cards indicated on the Library of Congress card. If no entry is indicated one card in addition to the one for main entry will be sent. Extra cards for analytics may be made on the typewriter. Most of the printed cards will be received within ten days from the date ordered.

The arguments for the use of the printed cards in the small library are as follows: they are prepared by expert catalogers, are uniform in entry, legible and cost no more (even where the simplest cataloging is done) than written cards.

The price of cards ordered by serial numbers arranged in consecutive order, is two and a half cents for the first card and one and three-tenths cents for each additional card for the same book, if ordered at the same time. For author and title orders arranged alphabetically, the first card costs four cents and one and three-tenths cents for each additional card for the same book, if ordered at the same time.

The usual aids other than *The Booklist* for ordering by serial number are too expensive for the very small library. However, a complete list of these may be found on page 51 of the Library of Congress *Handbook of card distribution*. 5th ed. 1921.

If a library is just being organized the librarian may take her duplicate copy of books ordered, to the nearest large library and spend a half day or longer consulting the *United States Catalog of books in print* 1912 (Wilson, \$36) with its *Supplements* 1912-17 (Wilson, \$48) and 1918-21 (Wilson, \$24) together with the *Cumulative Book Index* from 1921 to date (Wilson, \$24 per year). These publications are also sold on a service basis with rate based chiefly on the library book fund and annual book turnover of the bookseller. For later orders the New York State Library Bulletin of *Best books* (annual) 1902-date, each, 10c, and *The Booklist* (monthly) A. L. A., \$2 per year, will usually give the numbers desired. Both of these publications give classification numbers. *The Booklist* in addition suggests subject headings. The numbers given in the *A. L. A. Catalog* 1904 are out of date and are no longer accepted by the Library of Congress; those found in the *A. L. A. Catalog Supplements* 1904-11, 1912-21, are accepted.

Books for which there is a special demand need not be held when received if the cards have not arrived. Enter the call numbers on the order cards, and add any information necessary to identify editions. Subjects and analytics, including paging may be indicated on the back of order card for such books. The several printed cards for one book are exactly alike; the call number must be inserted, and the title and subjects entered on the proper cards. On analytical cards the paging must be inserted on the face of the card. Series and cross reference cards must be made in addition, as they are not included in the Library of Congress cards. When cards arrive, this information may all be taken from the order cards without further reference to the books, or if the Library of Congress headings are used the general headings may be indicated on the cards. The assigning of subject headings is at once the most difficult and the most important part of cataloging. Headings suitable for the Library of Congress are not always desirable for the small library, and must be modified, while the cards for certain classes of books do not contain suggestions for headings at all.

Practically all small libraries have *The Booklist* of the A. L. A. and choose their books largely from it. By comparing headings indicated in *The Booklist* with those on the cards the ones best suited for the local library may be selected. When a heading is chosen it must be entered in the Subject heading book, if it is not already there, and be used consistently for all books of a similar nature.

The problems involved in juvenile cataloging are somewhat different from those in the adult. It must always be remembered that the juvenile catalog is not only a tool for library assistants but it is also to be used by children and it should be made primarily for them. Simpler headings,

more analytics and less bibliographic information on the cards are usual. Library of Congress cards are not advised.

Indispensable aids in choosing the correct form of authors' names and subject headings and in deciding upon the analytics to be made are:

Bacon, Corinne. *Children's catalog of 3500 books*. 1917. Wilson, \$6.

— *Supplement, 1916-1921*. 1922. Wilson, 75c.

Mann, M. J. *Subject headings for use in dictionary catalogs of juvenile books*. 1916. A. L. A., \$1.75.

Pittsburgh Carnegie library. *Catalogue of books in the children's department*. 2d ed. 1920. 2 v. v. 1, \$1.15; v. 2, 85c.

IMPORTANT AIDS FOR ADULT CATALOGING

GENERAL DISCUSSION AND CODES

Bishop, W. W. *Practical handbook of modern library cataloging*. 1914. Williams & Wilkins, \$1.

Cutter, C. A. *Rules for a dictionary catalog*. 4th ed. 1904. Supt. of Doc., 20c.

Dewey, Melvil. *Abridged Decimal classification*. 1921. Library Bureau, \$3.25.

Fellows, J. D. *Cataloging rules*. New ed. 1922. Wilson, \$4.

Hitchler, Theresa. *Cataloging for small libraries*. Rev. ed. 1915. A. L. A., \$2.

Howe, H. E. *The catalog*. 1921. A. L. A., 20c.

Miller, Z. K. *How to organize a library*, p. 20-30. 1921. Library Bureau, free.

University of Wisconsin Library School. *Cataloging rules*. New ed. (On cards) Democrat, \$4.35.

Wilson, Martha. *School library management*, p. 73-94. 2d ed., rev. 1920. Wilson, 85c.

SUBJECT HEADINGS

A. L. A. *The Booklist*. 1905-date (monthly) A. L. A., \$2 per year.

— *Catalog*. 1904. Supt. of Doc., \$2.

— *Supplement, 1904-11*. 1912. A. L. A., \$1.75.

— *Supplement, 1912-21*. 1922. A. L. A., —

— *List of subject headings*. 3d ed. rev. 1911. A. L. A., \$4.

Readers' guide to periodical literature. (Monthly and quarterly annual and triennial cumulations) Wilson, maximum rate, \$35.

U. S. Library of Congress. *List of subject headings used in the dictionary catalogues of the Library of Congress*. 2d ed. 1920. In 1 or 2 v. \$10,

— *First supplement to the second ed*. April, 1921. Free.

LOAN SYSTEM

The lending of books is a business transaction between the library and the borrower. Some method must be adopted for keeping an accurate record of books issued and returned, and of borrower's cards issued. A

very simple system will answer the questions, what books are out of the library? who has them? how many and what books were issued on a given day? when will they be due? what books are overdue? what fines are due? how many times has a given book circulated? does the circulation of the book warrant rebinding, or replacing if worn out? what classes of books are most read? of the books circulated, what percentage is children's books, what fiction?

A book card containing call number, author, title, copy and accession number, if used, is made for each volume in the library. On the inside of the back cover of the book is a book pocket on which are printed brief rules for borrowers. When the book is in the library the book card is in the pocket. When the book is issued the card is removed, the date of issue or the date due is entered in the first column and the borrower's card number in the second, the borrower's card is stamped with date of issue or date due and put into the book pocket, and the book card is dropped temporarily into a tray or drawer.

In the "Newark" system an additional record of the date is made on the dating slip placed opposite the book pocket. This enables the desk attendant at busy times to put the book aside until she has an opportunity to slip it at her leisure, the date on the slip acting as an index to the cards in the file.

At the end of each day, or early the following day, the cards for books issued that day are arranged by call numbers, statistics are taken by classes, and cards are filed in a tray behind a guide indicating date of issue. At the end of seven or fourteen days, the usual periods for which books are issued, the cards remaining under those dates will show what books have not been returned. These cards are filed behind a separate guide marked "overdue." If the books are not returned within three days after date due, a notice is sent to the borrower. When a book is three weeks overdue it is the usual custom to send a messenger for it who has authority to collect fines and a small fee for messenger service. A careful record should be kept on the book card of each step taken to secure the return of the book. When the book is returned, the fine, usually one or two cents a day, is figured, the date of return is stamped on the borrower's card, the book card is returned to the book pocket and the borrower's card to the borrower.

If fines are not paid at once the amount due is plainly written on the borrower's card. In many libraries the borrower is permitted to take one book on a card on which there is a fine. When this book is returned the card is retained at the library until the fine is paid. Then the charge is cancelled from the borrower's card and books may be issued as usual.

A register of borrowers must be kept so that the library may know who have cards, and how many cards have been issued. Each borrower signs an application blank, his name is entered in a blank book with lines numbered consecutively, or on cards numbered and filed consecutively. The number is entered on a card on which are written the borrower's name, address, and the date of issue or of expiration. The card is the borrower's title to the use of the library and must be presented by him whenever a

book is taken or returned. The borrower's number is also entered on the application blank. The application blanks are then filed alphabetically in a tray or drawer and constitute an index to the registration book or file.

In case a guarantor's pledge is considered necessary the form of the application blank will need to be slightly changed. In many cities the appearance of an applicant's name in the telephone or city directory is accepted as evidence of his being a reliable citizen. In such cases a reference is accepted instead of a guarantor.

In the section on Rules and Regulations reference has already been made to the "no borrower's card" method. (*See Miller. How to organize a library, p. 16-17*)

As to the number of books which may be taken by a borrower at one time, libraries are becoming more and more generous. Under the old rule, one book at a time on a card, great inconvenience was experienced by students and others. This was partially obviated by the "special privilege" card which worked fairly well in practice but which was based on an undemocratic principle. At the present time, in some libraries, all bars have been let down and the public is invited to take as many books as it wishes for a time practically without limit.

However, the tendency is to limit the issue of fiction but to allow as much non-fiction "as may be needed" to be taken on one card at a time. In such cases the fiction is stamped down from the top to the bottom of the borrower's card, and the non-fiction is stamped up from the bottom to the top. When several books are issued in this way, they should always be "subject to recall" lest other borrowers be seriously inconvenienced.

BLANKS AND FORMS

All cards should be of standard size. Borrower's cards and application blanks should be 7.5 x 12.5 c.m. Book cards may be 5 x 12.5 c.m.

Borrowers' register — book form

No.	Name	Residence	No.	Name	Residence
76			01		
77			02		
78			03		
79			04		
80			05		
81			06		
82			07		
83			08		
84			09		
85			10		
86			11		
87					

Page size $7\frac{7}{8} \times 9\frac{7}{8}$ in., 25 lines.

Library Bureau

NO. _____

DATE _____

EXPIRES _____

DO NOT WRITE ABOVE THIS LINE

I hereby express my intention to use our Public Library and promise to obey all its rules, to take good care of all books drawn by me, to pay promptly all fines or damages charged to me, and to give prompt notice of change in my address.

Sign full Name _____

Residence _____

Occupation _____ Business address _____

Reference _____

Address _____

Age _____ Parent's
If under 14 years Signature _____

Application Card. Size: 3" x 5".

Library Bureau

No. _____

Is entitled to draw books from the
Evansville Public Library
and is responsible for all books taken on
this card, which was
Issued _____

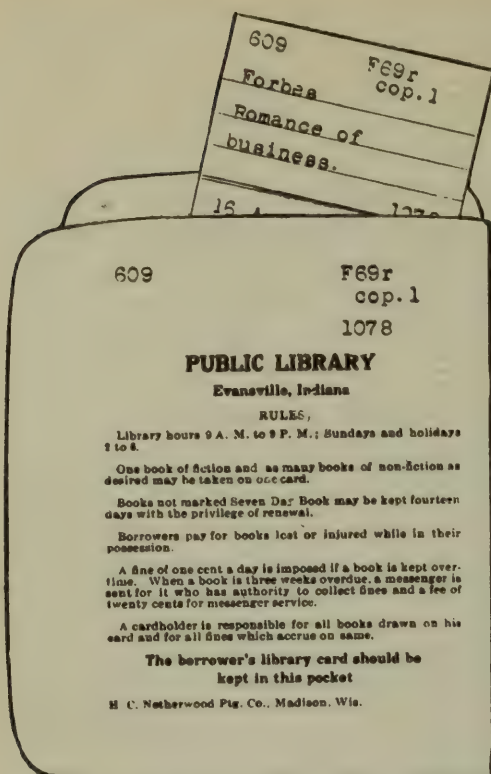
Loaned	Returned	Loaned	Returned

No. _____

Loaned	Returned	Loaned	Returned

Borrower's card. Size: 3" x 5".

Borrower's card—reverse.



This book may be kept
SEVEN DAYS

from last date given below.
A fine of **one cent** will be
charged for each day the
book is kept over time.

Book card and pocket. *Size:* (card) 2" x 5"; (pocket, folded) 3½" x 4½". Dating slip for 7 day books. *Size:* 4" x 6". (Plain slip without printing may be used for 14 day books.)

Evansville, Ind. _____ 1922

We would remind you that the book _____

taken on your card _____ 1922 and due _____ 1922

has not been returned to the library. A fine of one cent
a day is imposed when a book is kept overtime.

EVANSVILLE PUBLIC LIBRARY

Per _____

Overdue postal card.

WITHDRAWAL RECORD

An accurate record should be kept of all books lost, worn out or withdrawn for any reason. The following is a simple method which may be used.

When for any reason a book is to be withdrawn stamp with a rubber stamp, "Withdrawn," on the title page, the book card and the book pocket. In case the book has been lost or stolen this, of course, cannot be done.

Withdraw all catalog cards from the catalog.

Enter in the remarks column of the accession book, the cause and date of withdrawal.

Pull the shelf card from the shelf list and stamp it "Withdrawn" and the date of withdrawal. If the library has more than one copy of the book make a duplicate shelf card for the withdrawal index and stamp both cards as above. File the original card back in the shelf list and use the duplicate card for the withdrawal record.

For this record, file shelf cards by class so that at the end of the year the withdrawals in each class may be counted and subtracted by class from the total number of books in the library. When the result has been incorporated in the annual report the shelf cards may be filed alphabetically as a permanent withdrawal record.

If a Summary of Additions and Withdrawals record is used with the accession method adopted, withdrawals may be entered on this sheet and the shelf cards filed alphabetically at once.

As soon as books are withdrawn make order slips for those that are to be replaced so that they may be included in the next order.

The withdrawal record supplements the accession book. From these two records a statement may be made at any time of the number of books received by purchase, gift, or exchange; the number of books worn out, lost, sold or condemned; and the total number of books in each class in the library at a given time.

BINDING

One of the greatest items of economy or extravagance in a library may be the rebinding and mending of worn books. The whole question is one of experience and judgment and the decision as to when to bind, when to mend and when to do neither should rest with one person, if possible.

The first problem that confronts a library about to bind or rebind is the choice of a binder. While it is desirable to get the best binding for the purpose, at the least possible cost, it is agreed by all who have experience in the matter that there is no economy in cheap binding. The library cannot afford to experiment; good work costs least in the end. Local binderies should not receive the work unless able to do it as satisfactorily as it may be done elsewhere. For addresses of good binderies write to the library commission or to an experienced librarian for advice.

Periodicals should be arranged by volume, not by year, because references are made to volume and page, and if the book is not so arranged

it is practically worthless. The title page and index should be placed with each volume, the title page in front, the index at the back unless paged to go elsewhere. Librarians should send to the publishers for title pages and indexes for all magazines lacking them. If they cannot be secured the binder must be directed to leave stubs that the pages may be tipped in when found.

In contracting with the binder, he should be required to quote terms for periodicals, of the ordinary size like the *Century*, and for the larger size like *Scientific American* and *Survey*; also for rebinding, by size, of books not over $7\frac{3}{4}$ inches in height, and books not over $9\frac{3}{4}$ inches, of average and of extraordinary thickness. Specification should also be made as to the style of binding, the sewing, lettering, and other details essential to good work. Periodicals and books of permanent value should be bound in the best materials the library can afford. The most important binding material is that covering the back and corners because these parts suffer the most wear. Morocco is the most durable and beautiful of the leathers used for this purpose, but is too expensive for any but the most opulent libraries. Even the cheaper leathers, guaranteed to last for a long term of years, are now almost unobtainable. Hence, a good quality of library buckram has been pretty generally adopted and has proven to be fairly satisfactory.

The first essential of good binding is strength. The part of the book which bears the most strain is the joining line of the book with its cover, consequently every device which strengthens the fastenings at this line should be used. Loose backs are recommended. In finishing, all tooling and ornamentation should be avoided. The lettering should be in plain Roman capitals and Arabic numerals, large enough to be easily read. It is a great convenience to have the lettering placed in the same relative position, on all books, because it aids the eye in locating the book on the shelves. The following order is recommended: surname of author in top panel; brief title in second; volume number in fourth, without prefixing v., or vol. On magazines the months covered and the year should be placed above the volume number. At the bottom of books and magazines should be the name of the library in small letters.

It is well to specify the time for binding. Enough time (for ordinary books six weeks is considered ample) should be allowed that the books may not be turned out green. If sufficient time is not allowed for the books to be thoroughly pressed and dried after they are finished the covers will warp, and the books will spread and sag after standing on the shelves a short time. If the binder is hurried too much he will be tempted to neglect this part of the process. On the other hand, if given his own time he may be inclined to tie up library stock for months.

Objection is sometimes raised to the rebinding of old books. Why not let the books wear out and replace them with new? The answer to this may be that the difference between the cost of rebinding and the cost of replacing the worn copy may be so large as to make it desirable to rebind. Moreover the rebinding may not only result in an economy of money, but

the book probably will wear two or three times as long as it did in the publisher's covers. What to rebind is worthy of consideration. Books of merely temporary interest, or books undeserving a place in a good library, should not be rebound, nor replaced when worn out. Recent books in need of rebinding should be sent and returned promptly while patrons are anxious to read them. If a book has been defaced by stain, ink or soil that cannot be removed, it is not worth rebinding. Neither is it worth rebinding if too many missing pages must be replaced by typewritten pages. In the case of expensive or out of print books this may be done from duplicates in the library or borrowed copies.

The following routine is suggested for the preparation of miscellaneous books for the bindery.

Mend torn pages, type missing pages, clean dirty pages.

Class No.		
DIRECTIONS FOR BINDER		
Author _____		
Title _____		
Date _____		
Binders Name _____		
BINDING		
Give Binders Sample No. _____		
Full Buckram _____		
1/2 Morocco _____		
Bind to Sample _____		
As to		Color _____
		Lettering _____
		Material _____
COLOR		
Light Brown	Red	Law Sheep
Dark Brown	Maroon	Dark Green
Black	Olive	Light Blue
Dark Blue	Light Green	Yellow
		Drab
SIZE IN INCHES		
6"	7"	8"
9"	10"	12"
14"	16"	
Follow exactly arrangement of lines, punctuation, lettering, as on back of this slip and return this slip in the bound volume.		
Library Bureau, Cat. No. 1119		

BINDING SLIP	LETTERING, FOR BACK
STYLE Underscore proper word below	Author's Surname _____
COLOR Light brown Dark brown Black Dark blue Red Maroon Olive green Dark green	Title Independent
BACK & CORNERS Morocco H K Cloth Art vellum Famifold <u>Buckram</u>	Series _____ Date _____ Apr. - June 1903
SIDES Paper Cloth Kerato	Volume _____ Class No. _____ 55
DIRECTIONS Place contents of magazines in front and index in back unless paged to go elsewhere. Insert stubs for missing pages. Return this slip with bound volume.	Part 2
Library Bureau Cat. No. 1119	Name of Library Lamont Public Library

Binding slips. Size: 3" x 5".

Library Bureau

Blue paper slips printed on both sides. On the other side, panels of the book are ruled off.

A simplified form of binding slip printed on one side, white bond stock, with space at the right for indicating exact lettering desired on book panels, and at the left for other instructions and details.

Collate parts of books that have loose pages and place illustrations, maps, etc., in their proper order.

Write and paste bindery slips by the top, left corner near the top of the page following the title page.

Make temporary book cards for such books as do not have book cards and pockets so that they may stand as a binding record.

Remove book pockets and cards as books are packed for shipment, counting books and book cards, being sure that they balance.

Stamp the book cards with the date of shipment and the word "Bindery" and file alphabetically under date.

It is better to send books to the bindery in small groups each month than to hold them out of circulation for a longer time waiting for a large shipment.

Write letter to bindery giving date of shipment and any general or specific directions necessary. Inclose a list of the books sent. File a duplicate of letter and list at the library.

When the books are returned from the bindery, check the shipment with the duplicate list and the bill. The book cards and pockets serve as a double check as they are replaced in the books.

On the lower left corner of the back cover of each book stamp the date of its return and the name of the binder. This is for the purpose of testing the durability of the binder's work.

Verify lettering and numbers on the back and if everything is correct and according to contract, O. K. the bill. Otherwise hold unpaid bill until mistakes are rectified.

Books which after a few circulations break out of the publisher's covers without the stitching being broken, may sometimes be recased by commercial book binders or by specialists who go from library to library doing such work at a cost of about 25 cents per volume. When done in the local library it is usually necessary to keep the books out of circulation only about 48 hours which is a great advantage when new and popular titles are concerned. Such work can be done by the local staff but in many libraries this has proven to be short-sighted economy.

MENDING

Nothing betrays the standards of librarian and trustees so quickly as the condition of the books on the shelves. Dirty, shabby volumes with loose signatures, missing pages, and torn backs, betray not a lack of funds so much as a lack of the good housekeeping instinct.

It is therefore important that the books which need mending should be promptly and carefully repaired. Every book, when returned, should be looked over for loose leaves, tears, or marks, and nothing should be placed on circulation shelves that needs attention.

It is frequently possible to supply lost pages in fiction or children's books from withdrawn copies which have been saved for that purpose. For expensive books it may be expedient to type the missing pages and tip them into the book as for binding.

However, there is a point beyond which mending may become an extravagance or a menace; an extravagance when the expenditure of time necessary to repair the book exceeds in cost the amount of money necessary to secure a new copy; a menace when the book becomes so dirty it acts as a bearer of germs. In either case it should be discarded without question.

The following on mending processes and mending table supplies is taken

from the fourth edition of *Mending and repair of books*, by Brown, revised by Stiles.

WAYS TO MEND

Paper used for mending should be cut lengthwise with the grain of the paper.

Cloth should be cut the long way of the material.

Pages torn through the printing may be mended as follows: Use un-gummed, transparent mending paper, cutting it the size and shape of the tear, and about one-half inch wide. Apply a thin coat of paste to the strip and fit it carefully over the tear, having first placed a strip of waste paper under the torn leaf to absorb extra paste. . . .

When torn in the margin use thin, firm mending paper, preferably a tint to match paper of the book. Cut a strip one-half inch wide corresponding to the size and shape of the tear, apply paste and trim even with the edge of the leaf.

When these processes are used, place books in press or under a weight, until thoroughly dry.

There are gummed papers for this purpose but care should be taken in their selection as some are likely to darken and discolor.

When loose leaves are replaced the greatest care should be taken to make sure that they do not extend beyond the edge of the book. If this occurs, it shows careless or inexperienced mending.

If the leaf fits exactly into the book, it may be tipped in by applying paste to one-eighth inch of its inner margin. Place the loose leaf in the book, the outer edge even with the book, and rub down the pasted inner margin against the next leaf with bone folder. Put the book in press until dry. . . . Do not use gummed muslin for this work. It destroys the chance of proper rebinding and detracts from the appearance of the rebound book.

When more than one section, sometimes called signature, is loose in a book which is worth rebinding, it should be rebound at once.

When the thread in one section only is broken, or one section only is loose in a rebound book and the rest of the binding is intact, the section should be inserted. To avoid further ravelling, it is necessary to secure the broken threads of the book either by fastening them together, or attaching to new threads; also that the loose section is sewed or tied through the super on the back of the book.

Loose sections may be inserted as follows: If the folds of the leaves in the loose section are torn or thin, they should be mended before replacing the section. Take a half-inch strip of thin, firm paper, the length of the page; fold through the middle lengthwise and paste down through the center fold of the leaves. A touch of paste along the fold of each will hold all the sheets together. Open the book at the place where the section

is loose. (When the book is open the back of the book separates from the cover.) Open the loose section and place it in the proper position in the book. Near the top and bottom in the center fold of the section will be seen the holes which were made by the binder. Thread a needle with Barbour's linen thread No. 40, or Hayes' linen thread No. 25, and tie new thread to broken end of thread in book. Pass the needle through the hole at the top of the loose section and out between the book and its loose back. Do not pull the thread clear through. Drop the needle and thread down between the back of the book and the loose back to the bottom. Run the needle and thread from the outside in through the hole at the bottom of the loose section. Pass the needle and thread around again in the same way. Draw tight and tie with a hard knot at the point of beginning.

Books in the ordinary case or publishers' binding will, after a short period of use, show signs of weakness in the joints (where the book and cover are attached). The paper cracks and both it and the super on the back of the book loosen and unless immediate attention is given the stitching breaks and the book must go to the bindery.

This super is a loosely woven cotton cloth which is glued on the backs of books to help hold the sections together, and extends from the back of the book to the inside of the cover to help hold the book and cover together. In the publishers' bindings, this super is usually all that holds a book in the cover.

Loose joints may be reinforced by tightening and stripping. Hold the book open in an upright position on the table. The back will separate in a curve from body of book; with the round brush apply paste between the loose back and the book, along the joints only. If too much paste is used it will spread over the back, causing the cloth cover to become wrinkled and title illegible. Close the book, care being taken to push book well back in cover, and with bone folder rub well along the joints, squeezing out any extra paste at head and foot. Dry under weight for a half-day at least. Then with knife clean off the ragged edges of torn paper along the joint inside the cover. Place the book flat upon the table, the front cover open, take book of similar thickness and place under open cover. Take a strip of muslin or paper. Cut this strip the exact length of the book, and apply thick paste so that the paper or cloth will not stretch. Paste one-half of this strip to the fly-leaf and the other half of the strip on the cover of the book. Make sure that the strip is smoothly laid, not stretched too tightly from book to cover, or it will pull up first pages when book is used; if too loosely stretched it is unsightly and fails of its purpose; allow the book to remain open until the strip is dry. Repeat this process for the back cover.

Pressing adds greatly to the appearance of the mended or repaired books. Do not place weights over the rounded back of a book. Place the pressing boards or tins over the covers of the book only, even with, but not extending over, the joints. Pressure on the rounded back will weaken a book in the most vital part.

MENDING TABLE SUPPLIES

Paste.

Cloth. White outing flannel, cheese cloth and cheap grade of canton flannel. Art Vellum in assorted colors, cut in strips. Muslin cut in strips.

Paper. Onion skin bond, cockle finish, 9 lb. weight cut into strips for use; tissue paper.

Brushes. Flat, rubber-set photographer's brush, about 1 inch wide; also artist's round bristle $\frac{1}{2}$ inch thick.

Scissors. Slender, six-inch blade, good quality.

Knife. Shoemaker's long blade, square at end, or common pairing knife purchased at hardware store.

Folder. Bone, purchased at stationer's.

Needles. Sharps, No. 1, or any strong and not too coarse darning needle.

Thread. Hayes' linen, No. 25; Barbour's linen, No. 40.

Pressing tins. 6 x 8 in., obtained at tin shop. Zinc is pleasanter to use and will not rust.

Cleansers. Wash for pages; wash for book covers; powdered pumice stone; art gum, sponge, rubber.

Shellac. Consult local druggist or paint dealer regarding the best white shellac.

Press. An old letter-press can usually be purchased locally for a small sum. Prices on new copying press 10 x 12 in. obtained of local stationer. If press is not secured, old pieces of marble can be used. Bricks covered with paper make good pressing weights.

A local bindery or any binder's supply house will furnish mending materials; also price list and samples of materials may be obtained from Democrat Printing Co. and Gaylord Bros.

LIBRARY PASTE

The following recipe is for a library paste, easily made and very satisfactory:

One tablespoonful of alum,

One quart of water,

One-half pint of flour.

Mix the flour with a small quantity of water, and stir into a cream. Cook for 20 minutes. Dissolve the alum in the water and bring to a boil; stir in the cream three minutes before it is through cooking. Stir while cooking, strain, and add 20 drops of oil of cloves or wintergreen.

DISINFECTION OF BOOKS

Although statistics prove that few cases of contagious diseases have been traced directly to infection from library books, it is still wise to exercise great care and to let the public know that this is done. If there were serious danger from contagion library assistants would be the first to suffer, whereas a case of a library assistant contracting disease in this manner is practically unknown.

Arrangements should be made with the health officer to have every case of contagious disease reported promptly to the librarian. The library records should be examined at once to see if anyone residing in the quarantined house holds a library card, and if there is a book charged to it. Notice must then be sent to the owner of the card stating what disposal is to be made of the book. All cards belonging to quarantined members of the family should be withheld until the librarian is notified by the health officer that the quarantine is lifted.

Many libraries burn all books exposed to diphtheria, scarlet fever and smallpox. This should be done by the proper official or it may be neglected. Fines should be stopped on books in quarantine, and if necessary to destroy them the library usually bears the expense.

In cases where the books are to be returned to the library shelves they should be fumigated in the library although the Board of Health is supposed to have done it. This may be done in various ways.

Vapor of commercial formalin in a closed space is an effective disinfectant. One cubic centimeter of formalin to 300 cubic centimeters of air is the formula, and will thoroughly disinfect in fifteen minutes. A longer exposure will not answer for a greater quantity of air per cubic centimeter.

As a rule few books need disinfecting at the same time. A small box 2 x 2 x 2 feet inside measure, zinc lined, will require about $\frac{1}{5}$ of an ounce of formalin. The box should be fitted with one or two shelves made of slats from one to two inches apart. The first shelf must be high enough from the bottom to accommodate the formaldehyde generator, which is four inches high. The second shelf should be movable. The books should be spread open on the front edges of the covers, facing downward. The box must be air tight to be effective.

BOARD OF HEALTH
Evansville, Ind.

Name _____

Address _____

Quarantined for _____

Are there books belonging to the Public Library at
the above address? _____

Health Officer

Self-addressed postal card furnished by the Library Board and mailed to the library each day from the Board of Health office.

FURNITURE AND FIXTURES

In the small library furniture should be planned on good, plain and enduring lines. The entire equipment should be arranged for the pleasure and comfort of patrons and for the convenience and efficiency of the staff.

Books should be placed on shelves around the room, the floor space being kept clear of book stacks as long as possible.

FLOORS. Floors should be as noiseless as possible. Matting and carpets collect dust and are very unsanitary. Hardwood floors are good but noisy and hard to keep in condition. Tiling and marble are both noisy and expensive and should never be selected except for the most costly buildings. The best floor covering is cork carpet or battleship linoleum, although expensive. Linoleum may be placed directly on cement which is the proper way to do it in fireproof buildings since wood laid between sometimes rots. Where a building is being erected there are various kinds of patent flooring which may be substituted for cement and which do not require a covering. Some of these give fairly good results.

WALLS. Decorations should be in soft colors. The buffs, greens and terra cottas are the most pleasing. Spaces back of the wall shelving should be painted to harmonize with the finish of the cases. Pillars and all exposed wall surface between cases should have a hard finish, so that the paint can be washed or they should be boxed in with wood panels when constructed of iron. The wood panels should correspond with the wood-work of the building. Projections from the bases of pillars or cases should be avoided, as they quickly become rubbed or marred and collect dust. Picture mouldings should be provided in all rooms where there is wall space; if ceilings are low, cornice mouldings are best. Baseboards, chair rails and wainscoting should be avoided.

LIGHTING. A good lighting system has more to do with the success or failure of a public library than is generally supposed. Efficiency, attractiveness and economy should determine the plan adopted. A well lighted entrance may win many patrons who might never have thought of the library as a possible place of enjoyment. Tables flooded with light may turn the casual visitor into an enthusiastic patron by offering him an irresistible temptation to run over the latest books or magazines. Shelves which may be read with ease from the top to the very lowest one are much more likely to offer something worth while to the whimsical borrower than those poorly lighted. A well lighted delivery desk makes a large contribution both to attractiveness and efficiency of service.

Tungsten lights suspended from the ceiling are effective for general lighting and economical in consumption of current. With prismatic reflectors the light may be directed where most needed with the least possible loss.

Indirect and semi-indirect lighting are gaining in popularity for libraries since by this method the light is distributed equally over the whole area. "Indirect illumination by reflection from the ceiling, the lamps themselves being invisible, is very attractive. It requires low, smooth, dead-white ceilings if the light is to be used for reading, and bright sources, such as

tungstens, must be used. In the so-called semi-indirect system the suspended bowls usually employed to hold the light-sources are made of translucent material so that part of the light passes through. These are now usually fitted with white reflectors, which throw much of the light downward without its reaching the ceiling. Reflection from the walls . . . is an important feature in any system of lighting. A library with dark walls and furniture will require a larger number of light sources of greater initial intensity for general illumination than one where the walls and fixtures are light in color." (Bostwick. *The American public library*, p. 301-2)

In book rooms not open to the public it may be economically necessary to use an electric light bulb fastened to a long wire which may be carried about and hung where needed.

Table lights should be avoided because of expense and the difficulty of keeping them in order. In the children's room they offer an alluring source of temptation to curious little boys besides anchoring the tables to the floor so that in most cases they may not be moved about without the aid of an electrician. Fixtures should be without ornamentations which only serve as dust catchers.

Switches should be carefully planned so as to save electricity and should center near the loan desk. Those for the entrance should be placed directly at the entrance, hidden if possible.

SHELVING: Wall cases. Wall spaces in the reading rooms and book room should be shelved first. Until these are filled floor cases will be unnecessary. Cases should be made standard height and as nearly as possible a standard length should be adopted for shelves. This facilitates the shifting of books.

A standard height in the adult rooms is 6 feet 10 inches. This allows for a 2 inch cornice, 4 inch base, six shelves $\frac{7}{8}$ inch finished and 7 spaces of nearly 10 inches each in the clear. This brings the top shelf within reach of all adults. Uprights should be $\frac{7}{8}$ inch with end uprights $1\frac{1}{4}$ inches. Shelves may be 30 inches, never more than 36 inches, long by 8 inches deep, and should be adjustable. Metal pins for shelf supports are best. Drill a row of holes one and a half inches from each edge of upright, an inch apart, into which the pins will fit. On the under side of the shelves cut slots to fit the projecting ends of the pins, so that when the shelves rest upon them the under surface will be perfectly smooth. Backing for wall cases is a needless expense, but if backing is considered necessary a composition board should be used. Walls back of cases may be painted to match woodwork.

SHELVING: Floor cases. Floor cases should be double faced with standard dimensions for each case. A partition between is unnecessary, but cross pieces without sharp edges may be provided to prevent books from slipping into opposite sections. Five feet at least should be allowed between cases. Cases should not be more than four sections in length, with aisles at both ends. Alcoves between floor cases may be provided with small round tables and chairs.

In the reference corner or room there should be some 10 inch depth shelving for large reference books.

In a large stack room metal shelving is preferable to wood.

SHELVING: *Children's shelves.* Cases in the children's room should be built on the same plan as that adopted in the adult department except that it should be two shelves lower. In case uniformity of height throughout the library is desired cupboards may be made of the two top shelves or the vacant space may be covered with burlap or cork carpet for picture bulletins.

SHELVING: *Estimate of capacity.* Find the number of books to be shelved. Allow at least one-third of the space for growth. A full estimate is ten books of fiction to the running foot, or eight books including all classes. A tier with seven shelves, 36 inches long, will hold 210 ordinary books, or 168 average books, not allowing for growth. Children's books consume considerably less space than this. Books should never be crowded on the shelves. In arranging them, leave one-third of each shelf vacant to avoid shifting as books are added.

TABLES. Very long tables should be avoided. The unit of space for each adult reader should be 30 inches, hence, in length tables should be a multiple of 30 inches. Round tables seating six or eight readers are attractive but are most expensive in cost and space required. Therefore they may be mixed with oblong tables to better economy and also to more pleasing effect. The aisle space allowed between tables should be from 4 to 5 feet. There is a tendency in most libraries to crowd the floor space too much. Tables should be plain and substantial, without ornamentation. Avoid low side pieces, foot rails, and drawers which are sure to be used as waste baskets. Sloping tables are not desirable.

CHILDREN'S TABLES. In choosing the furniture for the children's room it should be remembered that physical discomfort contributes not a little to the restlessness and mischief making proclivities of boys and girls. Therefore it is of the utmost importance that tables and chairs fit various stages of growth.

The unit of space for a child is 26 inches, hence a multiple of 26 should fix the standard of length for tables in the children's room. Here, too, several small tables are better than a few large ones. They should be 30 inches wide and 26 and 28 inches high with perhaps one table as high as those provided for adults (30 inches).

CHAIRS. Great care should be taken to secure comfortable chairs. They should be very plain, light in weight and strongly made, and must not be easily overbalanced. Cane and leather seats wear out quickly and repair bills are expensive and exasperating. Wooden boxed seats reinforced underneath in the corners by blocks are strongest and most satisfactory. Rungs should be so high they cannot be used for foot rests.

CHILDREN'S CHAIRS. Chairs for the children's room should be in three sizes to fit the tables, with seats 14, 16 and 18 inches high. An adult chair with legs shortened by sawing should never be used.

DESKS. Since in a circulating library the loan desk is the most important

point of contact between the library and the public it is important that everything about it should be planned to promote quick and efficient service.

In a very small library where the work is to be done by one person a flat top desk will answer the purpose. The drawers may be fitted with partitions at small expense to form compartments the correct size for filing application blanks, borrower's cards, or other library blanks.

If a larger desk is needed it should be planned by some one who understands the problems involved. Stock desks made by library furniture supply houses are usually a safer investment than cheaper desks made by a local carpenter or cabinet maker. A flat-top desk in the form of an octagon is convenient. It should be 40 inches high and the top not wider than 24 inches. In the top should be slits for dropping book cards into the drawer below. An opening directly at the back, or one at each side may be provided. The desk inside should be fitted at the most convenient points with shelves for books returned, with drawers planned to hold borrower's cards, application blanks, postal cards, and miscellaneous blanks, with cupboards to hold loan desk supplies, and with a sliding shelf. This shelf should be 26 inches from the floor, and a space of three inches must be allowed above it to accommodate ink bottles, etc., when it is closed. A cash drawer should be convenient to the place where the charging tray is to stand. The charging tray may stand on top of the desk, or it may be built into the desk. If on the desk, pieces of felt pasted on the under side will prevent the tray from scratching the desk when moved about.

A marble or slate mopboard is desirable as a protection against the boots of small boys

A low chair for the sliding shelf, and a high revolving chair should be provided. A foot rest at a convenient height under the desk near the charging tray will be needed. Wire screens or glass partitions around the loan desk are objectionable.

A flat-top desk or table should be provided for the librarian, aside from the charging desk, where the work of cataloging, etc., may be done away from the public. However, some provision should also be made at the loan desk for pick up work when the desk attendant is not busy with patrons. A desk attendant who is idle or comfortably reading during even a small portion of the day or evening is a poor argument with the tax payer for an increased tax levy or higher library salaries. On the other hand the hurried business or professional man does not wish to wait while a librarian puts the finishing touch upon a piece of work before she deigns to wait upon him.

CARD CATALOG CASE. Card cabinets, obtainable from library supply houses, although expensive, are the best economy in the end. The trays must be made to fit the cards exactly, and to be interchangeable in the cabinet; a result hard for the local carpenter to achieve satisfactorily. A cabinet with single trays holding 1,000 cards of the weight used by the average library is best. In buying a cabinet it is well to remember that the card catalog usually grows much faster than the librarian expects and that in the end one fairly large cabinet is more economical than several small ones.

If cards have not been ordered separately, outfits including cabinet

cards and bristol guides may be obtained complete. In buying stock of cards needed, estimate at least three cards to each book, and buy enough to last a year.

The cabinets may stand on a table, or on a base specially provided. An explanation of how to use the catalog should be found on or near the catalog cabinet. Directions should be simple and should include information about how to find the books on the shelves.

PERIODICAL CASE. A case may be built into the wall for current periodicals, consisting of pigeon holes 4 inches high, 8 inches deep, and 10 inches long, above a ledge 36 inches from the floor. Below the ledge the shelves may be divided to accommodate the larger magazines. This case may be used for the recent unbound files. Another inexpensive way of taking care of unbound magazines is to place them in pamphlet boxes, allowing one box to each volume. In this way they may be shelved with the bound volumes. For the current numbers a special rack should be provided. Very good ones may be obtained from the library supply houses or they may be built into or against the wall. A sloping rack may consist of steps 6 inches high and $2\frac{1}{2}$ inches deep, with slats 3 inches wide across the face, the tops of the slats on a level with the steps, allowing a space 2 inches between. In such a rack the magazines should be arranged alphabetically so that they may be quickly found.

BOOK TRUCK. A book truck is a necessity even in a small library. It consists of three strongly built shelves on wheels and should have rubber tires. It saves labor in carting books from the loan desk to the shelves, and is convenient for holding new books while being cataloged, for bindery books when being prepared for the bindery, and similar uses. Prices may be found in library supply catalogs.

SLOPING CASES. Sloping cases are very convenient for displaying new books, and books on special topics, and for receiving books returned to the loan desk. When used for display rack it is desirable to have bulletin space above.

NEWSPAPER RACK. Holders should be provided if newspapers are received at the library, and a rack or hooks to hold them fastened into the wall or book case partitions if space can be spared.

INFORMATION FILES. Vertical files offer a convenient method of caring for pamphlets, clippings, pictures, etc.

Cheap files are a poor investment and only the best should be considered. Unit files with detachable ends are the most desirable. In buying the first vertical unit it is necessary to include one pair of detachable ends, but for the additional units which are to be joined to the original unit no additional ends are required.

The legal size file is recommended because it accommodates both over size pamphlets and mounted pictures and permits parallel rows of ordinary size pamphlets on end, thus saving more space than the letter size file. The standard vertical file, legal size, is 4 drawers high, the inside measurement of each drawer being $10\frac{1}{2}$ inches high, $15\frac{1}{4}$ inches wide and 24 inches deep.

The material filed should have plenty of guides to make the information quickly accessible. Filing such material by subject in alphabetical arrangement is the most popular method and is self-indexing. Some librarians, however, prefer to classify pamphlets, clippings or pictures by the Decimal classification. Cross reference sheets should be used when necessary.

SCREENS AND BULLETIN BOARDS. Unused shelves at the tops of cases may be covered with burlap, cork carpet, billiard cloth or other material for bulletin boards. A frame may be fitted into an unused section of a book case, or into a vacant wall space for the same purpose. A frame 5 feet high and 4 feet wide on standards may be covered in the same manner, and is convenient because movable. It may be used to screen a table or corner as well as to display posters and pictures. A four-leaved screen 6 feet high will serve the purpose of bulletin board and partition if needed. If wall screens are backed with soft wood, thumb tacks may be used for posting lists and pictures. Dennison's ticket pins nos. 25 and 37 may be used in burlap and billiard cloth without injuring the wall behind it. A bulletin frame enclosed in glass, with lock and key, will be found convenient in the hall.

BOOK SUPPORTS. Book supports are necessary to keep books upright on the shelves. The appearance of the library is thus improved and the books are kept from injury. The covers of books not kept upright will be quickly strained, the threads will break, and rebinding soon be necessary. Good japanned tin supports costing 25 cents each, or \$16.50 per hundred, are furnished by the Library Bureau. The Superior Metal Products Co., Independence, Missouri, sell standard book supports in small lots for 15 cents each, or in lots of 500 to 1000 for 14 cents each. The Art Metal Construction Co., Jamestown, N. Y., supplies an excellent support for its shelving, which fits into grooves underneath the shelf above. Sharp corners or edges that may injure books or shelves must be avoided in all book supports.

SHELF LABEL HOLDERS. Labels of some kind should be provided for all shelves. Fiction labels should contain the names of authors, and be placed beneath the books by those authors. Class labels contain the names of subjects. Books are shifted from place to place as the library grows, hence the labels must be moved, and movable label holders are necessary. Library supply houses furnish label holders made to fit the standard $\frac{7}{8}$ inch shelf.

WORK ROOM OR CORNER. A work room or corner where books are cataloged, mended and prepared for the bindery should be provided with shelves for books and filing cases, drawers for catalog supplies and order cards, and cupboards for miscellaneous supplies. If a corner, it should be screened from sight. A table should be provided, neatly covered with oilcloth, or, if possible, with a glass or marble top. This table may be made very convenient with rows of drawers on either side fitted to hold mending and other supplies, and a small cupboard for paste, etc. Small conveniences mean time and money saved for the library.

CLOAK ROOMS. If possible a small room should be provided for the li-

brarian and assistants, with toilet facilities, a locker for hats and cloaks and other conveniences. If this is out of the question, a wardrobe should be provided for wraps and hats, as they are unsightly if left about the room. There should be hooks, or hat racks, and umbrella stands in a convenient place for the public, where supervision is possible.

SUPPLIES FOR A 1,000 VOLUME LIBRARY

- 1 A. L. A. *List of subject headings* (See p. 56) or if Library of Congress cards are used, *List of subject headings used in the dictionary catalogues of the Library of Congress*. See p. 56.
- 1 Dewey. *Abridged Decimal classification*. See p. 56.
- 1 Pittsburgh Carnegie library. *Catalogue of books in the children's department*. 2 v. See p. 56.
- 1 Condensed accession book, press board covers (1000 lines)
(*Alternative*
Loose leaves for typewriter use with initial binder for same. Annual order for leaves in quantity needed for 1 year.)
- 1 Cutter-Sanborn author table
- 1000 Application blanks
- 1000 Borrower's cards
- 1 Borrower's numerical register (1000 lines)
- 1500 Book pockets
- 1500 Book cards
- 1500 Date slips
- 100 "Seven day book" pasters
- 100 Binding slips
- 5000 P slips (Plain white paper, good stock, size and shape of catalog cards)
- 1 Charging tray (1000 card capacity)
- 1 Set date guides (celluloid tabs)
- 1 Set A-Z guides for application blank file
- 1 Pencil dater outfit with rubber dates and pad
- 3000 Catalog cards, unruled for typewriter use, ruled if for handwriting.
(Allows 3 cards for each book: shelf card, author and title. Assumes subject cards to be made later; if entire stock to be purchased at beginning, add 3000 more catalog cards)
- 150 Buff guides for catalog, 3rd cut
- 25 Book supports
- 25 Shelf label holders
- 1 Flat bone or ivory paper knife
- 1 Embossing stamp or rubber stamp bearing name of library
- 1 Ink stamp pad
- 1 Jar paste
- 1 Bottle white shellac
- 1 Bottle David's white letterine, to be used with Judges' quill 312 or Telegraphic No. 1876 pen. If paper labels are desired, omit white ink and include:

- 1 box gummed labels (Dennison's A44)
- 1 bottle Higgins' black drawing ink
- 3 Camel's hair brushes for shellac, paste, etc.
- 24 Circulation statistic sheets
- 12 Accounting Sheet forms, including general funds and petty cash
- 1 Stock sheet for record of book additions and withdrawals (large enough for 1 year's record)
- 100 Monthly periodical checking cards (not necessary to check newspapers in small libraries)
- 1 Bottle Carter's "Koal black" ink
- 1 Bottle Carter's fast red ink
- 6 Penholders
- 1 Box King's No. 9 pen, or any good long stub
- 2 Covered glass ink wells
- 6 Desk blotters
- 12 Hand blotters
- 6 Hard pencils
- 6 Medium pencils
- 1 Steel eraser
- 6 Rubber erasers
- 1 Pair shears
- Mending cloths, clips, thumb tacks, rubber bands

ADDRESSES OF LIBRARY SUPPLY HOUSES

Democrat Printing Co., Madison, Wis.
 Gaylord Bros., Syracuse, N. Y.
 The Globe-Wernicke Co., New York City.
 H. R. Huntting Co., Springfield, Mass.
 Library Bureau, Boston, New York, Chicago.
 Multum in Parvo Binder Co., Philadelphia.
 F. W. Wentworth & Co., San Francisco.

LIBRARY LITERATURE

GENERAL

- A. L. A. *Manual of library economy*. Chapters published separately.
- A. L. A., each, 20c.
 - 1. American library history. C. K. Bolton. 1911
 - 2. Library of Congress. W. W. Bishop. 1911
 - 3. The State library. J. I. Wyer. 1915
 - 4. The College and University library. J. I. Wyer. Revised 1921
 - 5. Proprietary and subscription libraries. C. K. Bolton. 1917
 - 6. The free public library. Isabel Ely Lord. 1914
 - 7. The high school library. G. O. Ward. 1915
 - 8. Special libraries. R. H. Johnston. 1915
 - 9. Library legislation. William F. Yust. Revised 1921

10. Library building. W. R. Eastman. Revised 1918
11. Furniture, fixtures and equipment. Linda A. Eastman. 1916
12. Administration of a public library. A. E. Bostwick. Revised 1920
13. Training for librarianship. Mary W. Plummer. (Revised ed. by F. K. Walter. 1921)
16. Book selection. Elva L. Bascom. 1915
17. Order and accession department. F. F. Hooper. Revised 1916
18. Classification. Corinne Bacon. 1916
19. The catalog. Harriet E. Howe. 1921
20. Shelf department. Josephine A. Rathbone. Revised 1918
21. Loan work. Carl P. P. Vitz. Revised 1919
23. Government documents (state and city) J. I. Wyer. 1915
24. Bibliography. Isadore G. Mudge. 1915
25. Pamphlets and minor library material. J. I. Wyer and others. 1917
27. Library commissions and state library extension, or state aid and state agencies. Asa Wynkoop. 1913
30. Library work with the blind. Mary C. Chamberlain. 1915

Chapters temporarily out of print: 14, Library service; 15, Branch libraries; 22, Reference department; 26, Book-binding; 29, Library work with children; 32, Library printing. Chapters 28 and 31 have not yet been published.

Bostwick, A. E. *The American public library*. Rev. ed. 1917. Appleton, \$2.25.

— Some principles of business-like conduct in libraries (*Library handbook* no. 11) 1920. A. L. A., 25c.

Brown, M. W. *The mending and repair of books* (*Library handbook* no. 6), revised by Gertrude Stiles. A. L. A., 25c.

Dana, J. C. *A library primer*. Rev. ed. 1922. Library Bureau, \$3.

— & Gardner, Blanche. *The picture collection* (*Modern American library economy*) 1917. Wilson, \$1.

Kroeger, Alice B. *Guide to the study and use of reference books*; rev. and enlarged by Isadore G. Mudge. (now printing) A. L. A., \$3.

Miller, Z. K. *How to organize a library*. 1921. Library Bureau, free.

Walter, F. K. *Periodicals for the small library*. 3d ed. 1919. A. L. A., 25c.

Consult also the following special lists in this pamphlet:

Book selection aids, p. 26.

Cataloging aids, p. 56

Children's book selection aids, p. 19.

County library aids, p. 79.

School instruction aids, p. 22.

Story hour aids, p. 21.

PERIODICALS

Public Libraries (monthly except August and September) Library Bureau, \$3.

Library Journal (twice a month) Bowker, \$5.

Library Bulletins. Published by state library commissions.

PUBLISHERS OF BOOKS MENTIONED IN THIS PAMPHLET

A. L. A. American library association, 78 E. Washington St., Chicago.
 Appleton. Daniel Appleton & Co., 29-35 W. 32d St., New York City.
 Bowker. R. R. Bowker Co., 62 W. 45th St., New York City.
 Faxon. F. W. Faxon Co., 83 Francis St., Boston.
 Houghton. Houghton Mifflin Co., 4 Park St., Boston.
 Library Bureau, 6 N. Michigan Ave., Chicago.
 Library of Congress, Washington, D. C.
 McClurg. A. C. McClurg & Co., 330-352 E. Ohio St., Chicago.
 Rand. Rand-McNally & Co., Rand-McNally Bldg., Chicago.
 Supt. of doc. Superintendent of documents, Union Bldg., Washington, D. C.
 Williams & Wilkins Co., 2419-2421 York Road, Baltimore, Md.
 Wilson. H. W. Wilson Co., 958-964 University Ave., New York City.
 World. World Book Co., Park Hill, Yonkers-on-Hudson, N. Y.

COUNTY LIBRARIES

Many states have county library laws which make it possible for a county to tax itself for the purpose of extending service to all of its residents. Information concerning such laws may be obtained from state library commissions or from the American Library Association.

The following is a list of the states having some form of county library law: Alabama, California, Illinois, Indiana, Iowa, Kansas, Kentucky, Maryland, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, New Jersey, New York, North Carolina, Ohio, Oregon, Pennsylvania, South Dakota, Tennessee, Texas, Utah, Washington, Wisconsin, Wyoming.

The following publications will be of interest to those interested in county libraries.

American library association. Book wagons; the county library with rural book delivery. 1921. A. L. A., 15c.
 — A county library. 1921. A. L. A., 4c.
 Green book of county library methods. 1921. Gaylord, free.
 Miller, Z. K. County library forms. 1921. Library Bureau, free.

LIBRARY COMMISSIONS

The first State Library Commission was organized in Massachusetts in 1890, for the purpose of promoting the establishment and efficiency of free public libraries. The value of having some sort of a state board to advance library interests, has been steadily shown by the excellent results accomplished, and library commissions have now been created in 39 states.

Although library commissions in various parts of the country differ materially in their methods and organization, owing to variety of local conditions and needs, they all have as a common aim the spread of the free library movement as a department of public education and making good books accessible to all communities. The most important work of a library commission is the establishment of free public libraries under exist-

ing state laws. This is done in some of the older states by means of direct state aid, but in the western states more often by arousing interest and encouraging the towns to go to work for themselves. The commissions further assist in the organization and administration of libraries, giving advice as to selection of books, cataloging, and other details of library management, including also the training of librarians in technical knowledge, either in a training school for librarians, or by visits to the library itself. They seek in every possible way to give encouragement and help, and to increase the efficiency of public libraries. Through systems of traveling libraries some of the commissions also endeavor to reach the farming communities and small villages which cannot afford to maintain a public library, with frequent accessions of books, and small and struggling libraries have often been helped materially in this way.

ADDRESSES OF STATE LIBRARY COMMISSIONS, WITH OFFICIAL TITLE OF EXECUTIVE OFFICER

Alabama Department of Archives and History, Division of Library Extension: Director. Montgomery.

California State Library: State Librarian. Sacramento.

Colorado State Library Commission: Secretary. Fort Collins.

Colorado Traveling Library Commission: President. Denver.

Connecticut Public Library Committee: Secretary. Public Library, Hartford.

Delaware State Library Commission: Secretary. Delaware State Library, Dover.

Georgia Library Commission: Secretary. Atlanta.

Idaho State Traveling Library Commission: Secretary. Boise.

Illinois State Library, Library Extension Division: Superintendent. Springfield.

Indiana Public Library Commission: Secretary. State House, Indianapolis.

Iowa Library Commission: Secretary. Historical, Memorial and Art Building, Des Moines.

Kansas Traveling Libraries Commission: Secretary. Topeka.

Kentucky Library Commission: Secretary. Frankfort.

Louisiana State Library Commission: Chairman. New Orleans.

Maine State Library, Bureau of Library Extension: Director. State Library, Augusta.

Maryland Public Library Commission: Secretary. State Normal School, Towson.

Massachusetts Board of Free Public Library Commissioners: General Secretary and Library Advisor. State House, Boston.

Michigan State Library: State Librarian. Lansing.

Minnesota Department of Education, Library Division: Library Director. St. Paul.

Missouri Library Commission: Secretary. Jefferson City.

Nebraska Public Library Commission: Secretary. Lincoln.

New Hampshire Public Library Commission: Secretary. State Library Building, Concord.

New Jersey Public Library Commission: Librarian. Trenton.
New York, The University of the State of New York, Library Extension
Division: Chief. State Education Bldg., Albany.
North Carolina Library Commission: Secretary. Raleigh.
North Dakota Public Library Commission: Librarian and Director. Bismarck.
Ohio State Board of Library Commissioners: Secretary. State Library, Columbus.
Oklahoma Library Commission: Secretary, Oklahoma City.
Oregon State Library: State Librarian. Salem.
Pennsylvania State Library, Library Extension Division: Chief. Harrisburg.
Rhode Island State Board of Education, Library Division: Secretary. State House, Providence.
South Dakota Free Library Commission: Secretary. Pierre.
Tennessee Department of Public Instruction, Division of Library Extension: Director. Nashville.
Texas State Library: Librarian. Austin.
Utah Department of Public Instruction: Library secretary and organizer. Salt Lake City.
Vermont Free Public Library Commission: Secretary. Montpelier.
Virginia State Library: Librarian. Richmond.
Washington State Library Commission: Secretary. Olympia.
Wisconsin Free Library Commission: Secretary. Madison.
Wyoming State Library: Librarian. Cheyenne.

LIBRARY ASSOCIATIONS

THE AMERICAN LIBRARY ASSOCIATION. The American Library Association is an organization of librarians, library trustees and others interested in libraries. It was founded in Philadelphia in 1876 as the immediate result of a three days' conference held in connection with the Centennial exhibition. Its purpose is:

To foster the development of libraries and promote the use of books.

To give through its Headquarters and committees advisory assistance to all who are interested in library establishment, extension and development.

To maintain an Employment Bureau which will serve librarians seeking positions, and libraries which need librarians and assistants.

To attract promising young men and women who have the necessary personal and educational qualifications, to library work as a profession.

To hold conferences for the discussion of library topics, and to publish the conference Papers and Proceedings for members of the Association.

To publish books, periodicals and pamphlets which will aid in the establishment of libraries, and which will aid trustees and librarians in rendering library service.

To raise the professional standards, dignify library service, and improve library salaries.

To assist in making books a vital, working, educational force in American life, and in making libraries easily accessible to all the people.

The executive and publishing offices of the Association are at 78 E. Washington St., Chicago, on the second floor of the Chicago Public Library building. Members visiting Chicago may have their mail sent to this address and are invited to use the office as headquarters.

Any person or institution interested in library work may become a member. The annual dues are two dollars for individuals who receive the Bulletin (not including the Handbook and Proceedings) and four dollars for those who receive the Bulletin complete, including the Handbook and Proceedings. An entrance fee of one dollar must be paid by individuals upon joining or rejoining if membership has lapsed.

Institutional membership is five dollars per year.

Contributing members are persons, institutions or organizations paying twenty-five dollars annually.

Sustaining members are persons, institutions or organizations paying one hundred dollars or more annually.

On payment of fifty dollars any individual member may become a life member.

All applications for membership and remittances for dues should be sent to A. L. A. Headquarters.

Every member of the A. L. A. helps with personal influence and financial support to promote the development of libraries and the improvement of library service, by helping to carry on the work of a great international library organization.

All members have the privilege of voting at meetings, have the advantage of special travel and hotel rates at conferences and have their names and addresses printed in the Handbook.

Members also receive copies of the A. L. A. Bulletin as noted in the paragraphs above.

The Association has a membership of about 5,500 from every state in the union and the District of Columbia. There are 24 U. S. dependencies and foreign countries also represented. The place of its annual meeting is purposely varied to reach different sections of the country. Every effort should be made by librarians to attend this gathering, since here new ideas, enthusiasm and professional spirit are generated.

STATE ASSOCIATIONS. State associations are in a measure the outgrowth of the American Library Association, and each aims to do for its own state what the American Library Association does for the entire country. It is not always possible for librarians in small towns to attend the meetings of the American Library Association, and it is all the more important that they should attend the state meetings. These meetings are of the greatest value both to trustees and librarians. Library boards should send their librarian, and her expenses should be paid from library funds. Trustees themselves should attend for the purpose of getting a comparative view of library work of the state, thereby raising the local standard of efficiency.

In some states the state association has done various kinds of constructive work such as securing adequate library laws, lending moral support to the library commission at critical times, and so on.

LOCAL ASSOCIATIONS. It is often wise to hold occasional meetings of people interested in library work in different parts of the state for those who find it difficult to attend the larger gatherings. In this way the needs of special localities may receive consideration. Where the local library staff is large, staff meetings are held for mutual helpfulness and inspiration.

INDEX

	Page		Page
Access to shelves.....	15	Call number	42-47
Accession record	42-47	Card catalog	52-56
Advertising the library.....	36-38	Carnegie library school, Pitts-	
A.L.A. Catalog	26, 48	burgh	14
A.L.A. Catalog, 1904-11.....	26	Cash account	33
A.L.A. Catalog, 1912-22.....	27	Cash drawer	73
A.L.A. Manual of library economy	77	Catalog, card	52-56, 73
A.L.A. resolution	32	printed	54-56
A.L.A. statistical report form..	18, 39	typewritten	52-53
A.L.A. Subject headings.....	52	written	53
American Library Association....		Catalog cases	73-74
.....	38, 81-82	Cataloging	52-56
American public library, Bost-		aids	56
wick	8, 9, 19, 71	Chairs	72
Ammonia	42	Charging tray	73
Analytical subject card.....	54	Children's book shelves.....	72
Annual report	38-39	books	7, 19-20, 49-50
Application blank	59	cataloging	55-56
Apprentice system	12-13	chairs	72
Architect	14	corner	19
Art Metal Construction Co.....	75	hours	17
Assistants	12	periodicals	20
Associations	81-83	reading	7, 19
Atlanta Carnegie library school..	14	room	19, 21
Author card	53	tables	72
Author number	47	Circulation statistics	61
Author table, Cutter.....	47	City reports	31
		Civil service examinations.....	12
Best books. New York State..	48, 55	Classification	47-50
Bills	33, 36	Cleaning the library.....	16
Binders, periodical	29	Cleveland library league.....	20
Binding	39, 62-65	Clippings	30
Blanks and forms.....	58-61	Class-room libraries	23
Blue books	31	Cloak rooms	75-76
Board meetings	11	Closet	16
Board of directors.....	9-11	Commissions, library	79-81
Book binding	62-65	Committees of library boards..	10, 36
Book buying	25-27, 40-41	Contagious diseases.....	68-69
Book card	42, 57, 60	Cork carpet	70
Book cases	15, 71-72	County libraries	79
Book committee	25	Cross reference card.....	54
Book-keeping	33-36	Cumulative book index.....	27, 55
Book labels	42	Cutter, Author table.....	47
Booklist, A.L.A.			
.....	19, 20, 27, 29, 32, 39, 41, 48, 55	Dana. Library rules question....	17
Book marks	38	Dating slip	60
Book numbers	47	Decoration of library rooms....	15, 70
Book plate	41	Delivery desk	72-73
Book pocket	42, 57, 60	Democrat Printing Co.....	39, 68
Book reviews	27	Dennison labels	42
Book selection	19-20, 25-27	ticket pins	75
Book supports	75	Deposit stations	18
Book truck	74	Depository libraries	31-32
Books for boys and girls.....	19-22	Desks	15, 72-73
Borrowers' cards	57-59	Dewey. Decimal classification..	47-50
guarantee	58	Dictionary catalog	52
non-fiction	58	Directors	9-11
non-resident	18	Disinfection of books.....	68-69
registration	18, 57-58	Documents, public	31-32
rules	18	state	31
special privilege	58	Duplicate pay collection.....	30
Bostwick. The American public			
library	8, 9, 19, 71	Embossing stamp	41
Branches and stations.....	18	Entrance	18
Brett. Open shelf question.....	15	Exhibits	21
Brushes	68	Expenditures	10
Budget, library	32		
Building	14	Fiction selection	26
Bulletin boards	22, 24, 75	Files, vertical	74-75
Bulletins	21, 24	Financial forms	33-35
Business side of a library.....	32-36	Fines	18, 57, 60
By-laws for boards of directors..	9-11	Floors	70

INDEX—Continued

	Page		Page
Foreign books	28	Library training	13-14
Formalin	69	Linoleum	70
Fumigation	69	Lighting	15-16, 70-71
Furniture and fittings.....	70-76	Loan system	56-58
Gardner & Dana. The picture col- lection	24, 25	Local associations	83
Gaylord Bros.	68	Local history collections.....	30-31
Gifts	26	Los Angeles public library school	14
Guarantor's pledge	58	Lost cards	18
Guide cards	75	Magazine binders	29
Guide to reference books. Kroe- ger	27	Magazines	20, 28-29, 78
Supplement. Mudge	27	Mechanical preparation of books	41-42
Handbook of card distribution. Library of Congress.....	54, 55	Meetings of library board.....	11
Health board	69	Mending	65-68
Heating	16	Miller. How to organize a library	58
Holiday opening	17	Monthly reports	39
Hours and days of opening.....	16-17	Mudge. Kroeger's Guide to refer- ence books, Supplement.....	27
How to organize a library. Mil- ler	58	National Education Association, library section	23
Illinois university library school.	14	Newark system	57
India ink	42	Newspaper publicity	37
Insurance	36	Newspaper rack	74
Inventory	36	New York public library school..	14
Janitor	16	New York State library. Bulletin of best books.....	48
Kroeger. Guide to reference books	27	New York State library school...	14
Labels, book	42	Non-residents	18
shelf	75	Onion skin paper.....	68
Laws, library	8	Open shelves	15
League, library	20	Opening, hours of.....	16-17
Librarian	10-14	Opening a book.....	41
Librarian's report	36	Order routine	39-41
Library, architect	14	Over-due books	18, 57, 60
arrangement	14	Pamphlet boxes	29
assistants	12	Pamphlets	29-30
budget	32	Paper knife	41
building	14-16	Paste	68
establishment	8	Pay collection	30
funds	33	Perforating stamp	41
instruction in schools.....	22	Periodical case	74
laws	8	Periodicals	20, 28-29, 78
local interest	8-9	Periodicals for the small library. Walter	28
location	14	Picture bulletins	24
necessity for	7	Picture collection. Gardner & Dana	24, 25
organization of	8	Picture collections	24, 74-75
reports	38-39	Pictures, wall	14-15
revenue	32	Pittsburgh Carnegie library bulle- tins	48
trustees	9-11	Catalogue	48
Library and the child.....	7, 19-22	Pittsburgh Carnegie library school	14
Library and the school.....	22-24	Placards	38
Library associations	81-83	Postal notices	38
Library branches	18	Posters	38
Library Bureau	39, 53, 75	Pratt institute library school....	14
Library commissions	14, 79-81	Press	68
Library journal	12, 27	Printed catalog cards.....	54-56
Library leagues	20	Printed lists	38
Library literature	77-78	Public documents	31-32
Library of Congress. Handbook of card distribution.....	54-55	Public libraries	12
Library of Congress, printed cards	54-55	Publicity	36-38
subject headings	52	Publishers' addresses	79
Library of Congress printed cards, how to order and use them....	54	Publishers' catalogs	27
Library schools	13-14	Publishers' weekly	27, 38
Library stations	18	Readers' guide to priodical litera- ture	29
		Reading lists	38

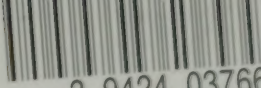
INDEX—Continued

	Page		Page
Reference books	27-28	Supply houses	77
work	27	Syracuse university library school	14
Registration	57-58	Tables	15, 72
Renewals	18	Teachers' cards	22
Renting collection	30	Teachers, co-operation of	22
Reports, library	36, 38-39	Temporary residents	18
Reports, town and city	31	Thread	67, 68
Reserve books	18	Time limit for borrowing	18
Reviews	27	Title card	53
Rules and regulations	17-18	Toilet conveniences	16
Salaries	11	Town reports	31
St. Louis library school	14	Training, library	13-14
School duplicate collections	23-24	Training classes	13
School instruction in the use of		Trays	73
libraries	22	Truck, book	74
Schools, library	14	Trustees	9-11
Schools and libraries	22-23	Typewriter	52-53
Schultz Hudson pamphlet boxes ..	29	U.S. Catalog of books in print,	
Screen	75	1912	55
Selection of books	19-20, 25-27	Supplements, 1912-17, 1918-21 ..	55
Seven day books	18, 60	U.S. Government documents in	
Shears	68	small libraries. Wyer	31
Shelf label holders	75	Vacations	11
Shelf list	50-51	Ventilation	16
Shellac varnish for labels	42, 68	Vertical file	74-75
Shelving	15, 71-72	Volunteer service	12
Signs	15, 16	Vouchers	33
Simmons college library school ..	14	Walls, decoration	14-15, 70
Sloping cases	74	Walter. Periodicals for the small	
Special privilege cards	58	library	28
Stacks	15	Wash bowl	16
Stamps	41	Washington, University of, library	
State documents	31	school	14
State library associations	82-83	Western Reserve library school ..	14
State library commissions	14, 79-81	Windows	16
Stations	18	Wisconsin university library school	14
Statistics	38-39, 47	Withdrawal record	36, 62
Story hour	21-22	Woodwork	70
Subject card	53	Workroom	75
Subject headings	52, 55-56, 75	Wyer. U.S. Government docu-	
Summer schools for library train-		ments in small libraries	31
ing	13		
Sunday opening	17		
Superior Metal Products Co.	75		
Supplies	76-77		

DATE DUE

[illegible]

FORM No. 310



CALL NO. Z 670 S 85

AUTHOR Stearne, Lutie E.

TITLE Essentials in Library
administration.

Library of THE UNIVERSITY OF BRITISH COLUMBIA

DATE DUE	READER'S NO.	DATE DUE	READER'S NO.
July 5/84	3004		

DISCARD

